

APPLICATION FOR CURRICULAR PRACTICAL TRAINING

FIRST:

- ☐ Read the Curricular Practical Training Information Packet's "Frequently Asked Questions".
- ☐ Obtain a job offer in the form of an Employer Letter (see below).
- ☐ Enroll in an internship or practicum course for the corresponding term.
- ☐ Have your academic advisor sign your CPT application to confirm the work experience is an integral part of your established curriculum and/or is directly related to your major area of study.
- ☐ Understand requirements, restrictions and limitations.

SECOND:

- ☐ Submit your complete CPT application with support documents (see below).
- ☐ The office for Global Engagement DSO (Noora) will issue a new I-20 for you usually within 5 business days which will include our endorsement for your CPT on page 3.

EXPLANATION

Curricular Practical Training (CPT) is only available to F-1 students who have not graduated and who have been enrolled on a fulltime basis for one full academic year (i.e. fall and spring.) Full time is at least 12 semester hours per semester. Degree program requiring off campus employment before meeting this one full academic year requirement may be eligible for CPT.

APPLICATION REQUIREMENTS

- ☐ **EMPLOYER LETTER** (*Note: If the employer offer letter does not include information require for CPT, you **MUST HAVE a new letter of an email from your employer** with the required elements*). Plan ahead to have a copy of your letter that the Office for Global Engagement will retain for the CPT session.
 - Highlight or Underline the following elements in the employer letter/email prior to submitting your CPT application
 - Number of hours per week OR if the job is fulltime or part time
 - Employer/company address
 - Start date or employment (must be a date in the future)
 - End date of employment

If any of these details change, new forms must be completed and new authorization must be obtained.

- ☐ **ADVISOR signature** on CPT application.
- ☐ **PROFF OF ENROLLMENT** for an internship or practicum if course **is required** unless the internship is a requirement for all students in the program. (The Office for Global Engagement can verify this in the system and include a printout showing the course information).
- ☐ **VALID PASSPORT**

CPT Extension Requests

CPT extension applications must be submitted to the Office for Global Engagement two to three weeks before the end date of your current CPT authorization. The DSO (Noora) will need a new job offer letter (or an email from your employer) with the new end date for your employment AND the approval from your advisor in the form of an email. The DSO (Noora) will process the extension request usually within 5 business days and issue a new I-20 to either be picked up or air mailed.