

Curricular Practical Training (CPT) Form

SECTION A: COMPLETED BY STUDENT			
Last Name:		First Name:	
Date of Birth (MM/DD/YYYY):	Student ID:		SEVIS Number:
Personal Email Address:		Daytime Phone Number:	
Current U.S. Address:			

CPT EMPLOYER INFORMATION			
I am applying for: <input type="checkbox"/> Internship <input type="checkbox"/> Employment <input type="checkbox"/> CPT Extension		CPT Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Start Date (MM/DD/YYYY):		End Date (MM/DD/YYYY):	
Job Title:		<input type="checkbox"/> Part-time [20 Hours or less per week] <input type="checkbox"/> Full-time [20 Hours or more per week]	
Company/Employer Name:			
Phone Number:			
Street Address:			
City:		State:	Zip Code:
Supervisor Name:		Title:	
Supervisor Phone Number:		Supervisor Email:	
I have read and fully understand the requirements of CPT and certify that I will abide by all regulations. I acknowledge that I am not permitted to work outside of the dates approved for my CPT authorization.			
Student Signature:			Date:

SECTION B: COMPLETED BY DEAN OR ACADEMIC ADVISOR	
Immigration regulations require the academic department to verify that the student is making normal progress in their degree program and to confirm that the training is integral to the student's academic program.	
Student's Expected Program Completion Date:	Student's Major:
Dean's/Advisor's Name:	Academic Department:
Dean's/Advisor's Phone:	Dean's/Advisor's Email:
Course Name:	Course Number:
Describe how the work experience is directly related to the student's academic program:	
Dean's/Advisor's Signature:	Date:

APPLICATION CHECKLIST:
<input type="checkbox"/> Complete CPT Form (all items must be filled in). <input type="checkbox"/> Register for course (must enroll in at least 1 unit) and attach proof of registration. Must apply for CPT before add/drop deadline for each term. Note: CPT is contingent upon course enrollment, any change/drop from this course will cancel the CPT. <input type="checkbox"/> Attach Job Offer Letter. The letter must be printed on company letterhead and must include job duties, position title, start and end dates of employment, number of hours per week, worksite address, and employer's signature. The job must be related to the student's major. <input type="checkbox"/> Submit CPT Documents: Students must email this CPT Form, the registration receipt, and the Job Offer Letter to ISSA.