

University of La Verne

Curricular Practical Training (CPT) Form

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

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"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Start Date of Internship/Training (MM/DD/YYYY):		End Date of Internship/Training (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 the requirements of CPT and certify that the internship is <input type="checkbox"/> REQUIRED <input type="checkbox"/> OPTIONAL for my degree program verified by my academic department.			
Student Signature:			Date:

SECTION B: COMPLETED BY DEAN OR ACADEMIC ADVISOR	
Immigration regulations require that the academic department verify that the student is making normative progress in their degree program, and provide verification of the applicability of the internship 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 internship course (1 unit) and attach proof of registration. Must apply for CPT before add/drop deadline for each term. Please note: CPT is contingent upon course enrollment, any change/drop from this course will cancel the CPT.
<input type="checkbox"/> Submit copy of 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, wage, employer's signature and worksite address. The job must be related to the student's major.