

CPT Application Form

According to the Code of Federal Regulations (CFR):

(i) Curricular practical training. An F-1 student may be authorized by the Office of International Services to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the Office of International Services. A student may begin curricular practical training only after receiving his or her Form I-20 with the Office of International Services' endorsement. [8 CFR 214.2(f)(10)(i)]

Step 1 – Have your employer and your Academic Advisor complete their respective forms

- You may include a copy of your job offer letter in addition to the Employer Form
You May Not Substitute a Job Offer Letter for the Employer Form
- Be Sure to Enroll for a Designated Course Corresponding to Your CPT Application

Step 2 – Meet with an OIS Advisor During Open Advising Hours or by Appointment to Submit the Following Documents to the Office of International Services (OIS)

- F-1 Curricular Practical Training Application
- Employer Form
- Academic Advisor Form

OIS Open Advising Hours: Mondays & Tuesdays: 2 – 4:30 p.m. and Thursdays: 9 – 11:30 a.m.

Step 3 – OIS will Issue a New CPT I-20

- OIS Will Contact You by Email When Your New I-20 is Ready.
- You May Not Begin Your CPT Until You Have Picked Up the New I-20

Step 4 – Pick Up Your New I-20 and Begin Your Curricular Practical Training

- You Will Need to Provide the New I-20 to Your Employer to Validate Your Work Authorization

CPT Application Form

F-1 Curricular Practical Training Application to be Completed by the Student

Name

GSU ID

Email

Date of Birth (mm/dd/yy)

Phone

Major(s)

Degree level: Bachelor Master Doctorate Other _____

Do you work on campus? Yes No If yes, how many hours per week? _____

Eligibility Requirements:

1. You must be in lawful F-1 student status and have been a full-time student for one academic year before applying. [Exception: graduate programs that require immediate participation in curricular practical training.]
2. Curricular Practical Training (CPT) is defined as an internship, co-op or practicum and must be approved by one of the assigned representatives in your college/school.
3. You must be registered for an approved course that corresponds to the internship, co-op or practicum.
4. Participation in CPT can only occur before degree completion. You cannot extend your I-20 to participate in CPT if all academic requirements have been met.
5. You must meet with an OIS advisor during open advising hours or by appointment to submit this CPT application.
6. CPT is approved on a semester by semester basis.
7. You may not begin work until you have received the new I-20 endorsed by OIS. You must stop working on the last day indicated on the I-20.

Note 1: If you participate in full-time CPT for twelve months or more, you will no longer be eligible for Optional Practical Training (OPT).

Note 2: If the CPT is not required, you are limited to a total of 20 hours of work per week. This total includes the number of hours you work on-campus and off-campus. (Example: If you work 10 hours per week for your assistantship, then you may only work 10 hours a week for your internship.)

Signature of OIS Advisor

Date

Signature of Student

Date

CPT Application Form

Form to be Completed by the Employer for Student Curricular Practical Training (CPT) Application

Instructions for Employer: Thank you for taking the time to complete this form. By doing so, we may approve our student to temporarily engage in practical training with you. This information is required according to federal immigration regulations. Please note that the student may not begin working until the CPT has been authorized.

Student Name

Name of Company

Work Address

Name of Supervisor

Email

Phone

Employment to Begin On

and End On

Number of work hours per week: Full Time **or** Part Time; Paid **or** Unpaid

Position Title

Brief Position Description:

Name of Company Representative Completing Form

Title of Company Representative Completing Form

Signature

Date

Email

Phone

Please return this completed form and any attached job offer letter to the student. The student will submit to the Office of International Services.

CPT Application Form

Form to be Completed by the Academic Advisor for Student Curricular Practical Training (CPT) Application

Student Name

Family

First

In order for a student to qualify for Curricular Practical Training (CPT), the experience must be an integral part of an established curriculum and be related to the student's field of study. The following reasons qualify for curricular experience. Please indicate which applies to the student's situation*:

- An academic internship/co-op is required of all students in this program in order to graduate.
- An academic internship/co-op is an elective option in this program and the department has a specific course (noted below) designed for this purpose.
- Experience gained from this practicum is integral to the student's thesis/dissertation research. The student is registered for the appropriate thesis/dissertation/independent study course.

****If none of these reasons apply, the student cannot be authorized for CPT. However, the student does have another option for work authorization in his/her field called Optional Practical Training. If the student is interested in this option, please refer them to speak with an OIS advisor.***

Academic Department _____

Student is registering for course # _____ and student will earn _____ credits for CPT.

Number of hours student will work per week _____ Full Time **or** Part Time.

Student's CPT will occur during the Fall Semester Spring Semester, or Summer of _____

Employment to begin on _____ and end on _____.

Advisor Name

Signature

Date

Email

Phone

Campus Address

Please return this completed form to the student. The student will submit to the Office of International Services.

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Office of International Services Checklist

To be completed by OIS staff only:

- In valid F-1 status (registered full-time)
- Valid passport
- Engaged in full-time study for one academic year (fall & spring terms)
 - Qualifies for graduate student exemption based on _____
- CPT course enrollment verified in colleague
- If requesting full-time, student qualifies based on:
 - Work occurs during summer or winter breaks
 - Internship is required

All forms are present and complete _____
(Initials/Date)

To be completed by OIS front desk only:

- _____ Have Student Sign New I-20 (Page 1)
- _____ Copy I-20 After Student Signs (Pages 1 & 3)
- _____ Give Student New I-20
- _____ Staple Forms & I-20 Copies Together
- _____ File Away Folder