

Curricular Practical Training (CPT) Application Form

Please complete this form and return it to Kim Cockle in the Student Life Office. In addition to this form you must submit proof of registration for the course described below, as well as proof of employment for the position described below.

STUDENT SECTION

Full Name: _____ Major(s): _____

Address where you will be living while on CPT: _____

Employer Name: _____

Employer Address: _____

Job Title: _____

Employment Start Date: _____ Employment End Date: _____ # of Hours per Week: _____

Briefly describe how your employment is related to your major: _____

Course: _____ # of Credits: _____ Semester: _____

I understand that my CPT authorization is limited to the employment outlined in this application.

Student Signature: _____ Date: _____

ADVISOR SECTION

Normally, international students on F-1 visas are not allowed to work off campus. However, there are a few permitted exceptions such as curricular practical training (CPT). The US Department of Homeland Security states the following about CPT employment: "An F-1 student may be authorized by the DSO [*at Houghton this is Kim Cockle*] 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."

To the best of your knowledge, how does this student's request fit the above DHS description of CPT employment?

- The internship/practicum is **required** of all students in this major.
- The internship/practicum is an "**integral part** of an established curriculum." In other words, the student must be earning academic credit toward his/her major in a course that is listed in the catalog and which has a faculty member assigned to it.

Advisor Signature: _____ Date: _____