

Curricular Practical Training Application

For Students with F-1 Visas

Name: _____
Last (Family) First (Given) Name

Edgewood ID#: _____ Email: CGE will use your Edgewood email to contact you.

Daytime Phone: _____ Passport Expiration Date*: _____

Major(s): _____ Degree Level: _____

Expected degree completion date**: _____
mm/dd/yyyy

Academic Advisor's Name: _____
Last (Family) First (Given) Name

*If your passport is within 6 months of expiry, renew it immediately. Your CPT application will not be processed until your passport is renewed.

**If this date does not match the end date of your I-20, apply for an extension or to shorten your program

- You must be in valid F-1 status and have been enrolled as a full-time student for at least 1 academic year.
- Participation in CPT can only occur before degree completion.
- If you are authorized for 1 year or more of full time CPT, you lose your OPT eligibility.
- Part-time CPT and full time CPT for less than 1 year do not affect your eligibility of OPT.

Attach the following documentation:

- Completed Academic Advisor Form (included in this packet).
- Completed Employer Form (included in this packet) or employer's letter which covers the same information requested on form.

Student Signature

Date

To be completed by CGE staff only:

- F-1 status
- Passport validity
- 9 months full-time student
- Department verification of academic internship option & course enrollment
- New I-20 with CPT authorization

7/2015

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

Note to Advisors: Thank you for taking the time to complete this form. Curricular Practical Training (CPT) is special permission for international students with F-1 visa status to engage in practical training while they complete their program of study in the U.S. Additional information about CPT can be found on the Center for Global Education website at <http://globaleducation.edgewood.edu> (Current International Students → F-1 Internships & Off-Campus Employment).

Students should not begin working until the Center for Global Education at Edgewood College has authorized CPT.

Student's Name: _____
Last (Family) First (Given)

Student qualifies for Curricular Practical Training (CPT) based on (indicate one):

- An academic internship is required of all students in this program in order to graduate
- An academic internship is an elective option in this program, the department has a specific course (noted below) designed for this purpose, and the student is enrolled in said course.
- Work experience gained from this internship is integral to the student's thesis or dissertation research and the student is registered for this appropriate thesis/dissertation course.

Academic Department: _____

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

Number of hours student will work per week: _____
 Full-time (more than 20) or Part-time (20 or less)

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

Employment to begin on _____ **and end on** _____
mm/dd/yyyy mm/dd/yyyy

(Dates from advisor and employer need to match.)

Describe how the employment is directly related to the student's academic program at Edgewood (be specific; not sufficient to state that this is a requirement of the major):

Advisor's Name: _____ **Signature:** _____ **Date:** _____

Please return this completed form to the student. Student will submit to the Center for Global Education for processing.

Form to be completed by the Employer

Curricular Practical Training Application for students with F-1 visas

Note to Employer: Thank you for taking the time to complete this form. Curricular Practical Training (CPT) is a special permission for international students with F-1 visa status to engage in practical training while they complete their program of study in the U.S. The employment/internship/training must be either required of all students in an academic program, a required part of an elective internship/practicum course, or be integral to the student's thesis or dissertation research. Additional information about CPT can be found on the Center for Global Education website at <http://globaleducation.edgewood.edu>.

Students should not begin working until the Center for Global Education at Edgewood College has authorized CPT.

Student's name: _____
Last Name First Name

Name of Company: _____

Company Address: _____

Name of Supervisor: _____

Email: _____ **Phone:** _____

Employment to begin on: _____ **and end on:** _____

Number of hours student will work per week: _____
 Full-time or Part-time
 Paid or Unpaid

Position Title: _____

Brief Position Description (including goals and objectives of the position; can attach additional page if necessary):

I certify that the information in this document is correct to the best of my knowledge, and I agree to cooperate with Edgewood College in achieving the curricular purposes of the employment/internship/training.

Employer's name **Signature** **Date**