

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.

Phone: _____ Passport Expiration Date*: _____

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

Major(s): _____ Degree Level: _____

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

Will you work on-campus during the same term as your CPT?

Yes No If yes, how many hours per week? _____

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

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

Do you have a Social Security Number (SSN)?* Yes No

*If your CPT involves paid employment, you will need to apply for a SSN before beginning CPT. Consult with the Center for Global Education about how to apply for a SSN.

Check the boxes next to the statements below to verify that you meet the eligibility requirements:

- You are in valid F-1 status.
- You have been enrolled as a full-time student for at least one academic year. If you have had a leave of absence, changed status from undergraduate to graduate, or changed nonimmigrant status, consult with the Director of International Student Services regarding your eligibility). If your academic program requires practical training before completion of 1 academic year, consult with the Director of International Student Services regarding your eligibility.
- Maintain full-time enrollment during the period of CPT unless your approved CPT is during the summer term.
- You have an offer for a practical training opportunity that is directly related to your academic major as listed on your I-20.
One of the following:
 - An academic internship or practicum is required of all students in your program in order to graduate.
 - An academic internship or practicum is an elective option in your program and you are registered for the internship/practical
 - Work or training experience gained from an internship is integral to your graduate thesis or dissertation research and you are registered for the appropriate thesis/dissertation research course.
- You will maintain enrollment in the appropriate internship/practical training/research course for all terms in which you have CPT.

Student Signature

Date

To be completed by CGE staff only:

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

4/2019

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 practical training 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 during the CPT term.
- Work experience gained from this internship is integral to the student's thesis or dissertation research and the student is registered for the appropriate thesis/dissertation course.

Academic Department: _____

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

Number of hours student will work/engage in practical training per week: _____

- Full-time (20 or more hours) Part-time (less than 20 hours)
OR

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

Employment to begin on _____ **and end on** _____ *Dates from advisor and employer need to match.
mm/dd/yyyy mm/dd/yyyy

Describe how the practical training is directly related to the student's academic program at Edgewood (be specific; not sufficient to state that an internship 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/Practical Training Supervisor

Curricular Practical Training Application for students with F-1 visas

Note to Practical Training Supervisor: 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 practical training 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: _____

Practical Training Start Date: _____ End Date: _____

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

Position Title: _____
 Paid or Unpaid

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

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