



CURRICULAR PRACTICAL TRAINING (CPT)

CPT Requirements

- You must have been a full-time student, with a valid F-1 status for at least one academic year.
- The employment must be an integral or required part of your studies- Training that all students must complete to earn a degree meets this requirement.
- You must have a job before you apply for CPT. Authorization will be employer and date specific.
- You must be enrolled in the appropriate course in your degree plan that requires CPT.
- CPT authorization is required for both paid and unpaid employment. It is your permission to be in a workplace off-campus.

1. COMPLETED BY STUDENT

Student ID _____ Date _____

Last Name _____ First Name _____

Current Address _____

Phone _____ Email _____

Student Signature _____

2. COMPLETED BY INSTRUCTOR/DEPARTMENT HEAD (STUDENT AND EMPLOYER SECTION SHOULD BE COMPLETED PRIOR TO INSTRUCTOR SECTION)

Academic Dept _____ Course # _____ Credits _____

Dates of Course _____ Work Hours/Week _____

Dates of Employment (should match employer dates): From: _____ To: _____

Does the employment directly relate to the course requirements: YES NO

Dept. Head/Instructor Name: _____

Signature _____ Date _____

3. COMPLETED BY EMPLOYER

Company Name _____

Contact Person Name _____ Contact Title _____

Company Address _____

Phone _____ Contact Email _____

Dates of Employment (should match section 2 dates): From: _____ To: _____

Company Address _____

Job Title of Student _____

Work Hours/Week _____ Is this a Paid Position? YES NO

Brief description of job or project:

Contact Person Name _____

Signature _____ Date _____