Curricular Practical Training enables F-1 students to gain off-campus work authorization for internships or other work that is REQUIRED by the degree program or for a course. You may apply for CPT if you have been enrolled in your academic program for a full academic year, and you have valid F-1 status. Your degree program must require this off campus employment, or you must be able to register for a credit bearing course that requires the employment for the course. In order to apply, follow the instructions below.

**Step One**
- Obtain a letter from your employer.
  The letter MUST be on company letterhead and include:
  - EXACT beginning and ending date of your employment;
  - Address of the location where you will be working;
  - Job title or description of the job
- Fill out the top of the attached CPT recommendation form, and then have the Department Chair fill out the middle section of the form. The Department Chair must fill out the middle section of the form, not you.

**Step Two**
- Bring your completed application to the International Advising Office at least two weeks before you plan on beginning your job and speak with the International Advisor on duty. The International Advisor will create a new I-20 for you.

**Application should include:**
- Job offer letter
- Department Chair recommendation form
Recommendation Form for International F-1 Student
“Curricular Practical Training”

This form provides the International Advising Office with information required to grant “CPT” work authorization to an international student in F-1 visa status. **The Department Chair must complete Section 2 and sign this form.** Questions can be directed to the International Advising Office, 303 Reamer Campus Center, ph. 388-8785.

**STUDENT INFORMATION:**

Name: ___________________________________________________________
Major: ___________________________________________________________
SEVIS ID# (upper right corner of I-20): N__________________________

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1. DESCRIPTION OF THE INTERNSHIP:

Company Name: _________________________ Job Title: _______________________
Job Location Address: ____________________________________________________
Number of hours per week: _______ Begin Date: _________ End Date: __________

2. CURRICULAR CREDIT FOR THE INTERNSHIP

In order for the student to qualify for curricular practical training, the student MUST either get credit in a course (such as an internship course or an independent study) or the work MUST be required for the degree. The Department Chair MUST certify and check ONE of the following:

A) ___ The student will get credit in a course. (The course must be taken EITHER concurrently or in the fall term immediately following the work if that work is in the summer.)

   Course Title & Number: ________________ Term student will take course: ____________
   Faculty/Supervisor: __________________ Email:_______________________________
   Internship Supervisor: _______________ Email:_______________________________

B) ___ The work is an integral part of an established curriculum directly related to the student’s major. Explain how many hours are required and for what degree.

   How many hours for degree: ___________ Degree program: _____________________
   Faculty/Supervisor: ________________ Email:_______________________________
   Internship Supervisor: ______________ Email:_______________________________

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**Chair Certification:**

As the Department Chair, by signing this form, you are certifying that this employment is required for academic credit or a part of the student’s degree program in the way detailed above. This is a legal requirement of “Curricular Practical Training” work authorization.

_________________________________  _________________________
Signature of the Department Chair   Date