



F-1 Curricular Practical Training (CPT)

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
- A statement that employer agrees to cooperate with UnionCollege in achieving the curricular purpose of the employment/training

Step Two

- Sign into Terra Dotta using the CPT application link or button and complete the application.
- Upload your job offer letter
- Send a request for to your professor or department chair for CPT approval for course credit(full or partial) or the internship is an integral part of your curriculum.

Application should include:

- ___ Job offer letter
- ___ Department Chair or Professors recommendation