Curricular Practical Training Form (CPT)

Curricular Practical Training (CPT) is authorization for paid or unpaid off-campus employment that is an integral part of the established curriculum. CPT is available during (not after) a course/program of study and must be authorized for a specific employer and specific amount of time.

To apply for CPT please bring the following to your CPT appointment:

1. This completed CPT application form (all sections must be completed, incomplete forms will result in delay or denial of CPT authorization)
2. Show proof of course registration
3. Bring your most recent I-20, passport, and visa
4. Job offer letter on employer letterhead including the job title, job responsibilities, starting and ending dates of employment, number of hours per week and address of employment

Section A. Completed by the student

First Name ___________________________ Last Name ___________________________
L# ___________________________ Academic Level (circle)     undergraduate     graduate
Major/Degree Title: ___________________________ Current number of credits you are enrolled in: _______
Program End Date: ________________ Are you currently working on campus (circle)   Yes     No
Requested dates for part time CPT: ________________ to ________________
month/date/year                  month/date/year
Requested dates for full time CPT: ________________ to ________________
month/date/year                  month/date/year
Name of your employer: _________________________________________________________
Address of employer: ___________________________________________________________

I understand that I must obtain authorization through the ISS office and a faculty advisor before beginning work, and that I must repeat the authorization process for each semester I do CPT. I attest that the information provided above is true and accurate.

Student Signature ___________________________ Date ___________________________
Section B. Completed by the Faculty Advisor

Immigration regulations require that this employment experience “be an integral part of the established curriculum”. Please one of the following:

☐ An employment internship is a **required** part of the curriculum for all students in the student’s major/degree program. Required Internship, course # ________________
  *e.g. the Applied Science or Applied Math majors require an internship here at Concordia*

☐ An employment internship is an **elective** option in this program. There is a specific course designated for this purpose, course # ________________

☐ An employment internship is an **elective** option in this program and would be considered important/valuable to course # ________________
  *e.g. this option would typically be used for students that find an internship off-campus that would directly relate to a specific course they are currently registered in.*

I hereby confirm the above mentioned student’s internship/job/practicum is related to his/her field of study.

Faculty Advisor Name: ____________________________ Department ____________________________

Signature ____________________________ Date ____________________________