

# 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:

- I am in valid F-1 status.
- I 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.
- I will maintain full-time enrollment during the period of CPT (unless the approved CPT is during the summer term).
- I have an offer for a practical training opportunity that is directly related to my academic major as listed on my I-20.

\*Check ONE of the following:

- An academic internship or practicum is required of all students in my program in order to graduate.
- An academic internship or practicum is an elective option in my program and I am are registered for the internship/practical training/course.
- Work or training experience gained from an internship is integral to my graduate thesis or dissertation research and I am registered for the appropriate thesis/dissertation research course.

I will maintain enrollment in the appropriate internship/practical training/research course for all terms in which I 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

10/2019

## 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's CPT will occur during the  Fall Semester \_\_\_\_\_ year  Spring Semester \_\_\_\_\_ year  Summer \_\_\_\_\_ year

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

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

\*Student should maintain enrollment in an internship/practical training/research course for all terms in which they engage in CPT.

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

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

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.