Curricular Practical Training (CPT) Request Form

International students in good academic standing and in valid F-1 Student immigration status are eligible to apply for Curricular Practical Training (CPT) after completing one full academic year (9 months) of undergraduate study in the United States. Students must demonstrate that the proposed practical training is “an integral part of an established curriculum,” as employment authorized for CPT must be related to the student’s major field of study (as declared with the Registrar) or Program of Distinction, and must be commensurate with her/his level of study.

Students must complete the following steps in order to obtain CPT authorization:

1. Obtain an offer of employment letter on official company letterhead;
2. Declare major (if still undecided);
3. Meet with major advisor to discuss proposed CPT employment; request that the major advisor complete the Faculty Recommendation for CPT Authorization” portion of this request form; and
4. Submit this completed request form and a copy of the offer of employment letter to the International Student Services office for review.

*CPT requests must be submitted to International Student Services no later than 2 weeks before the desired employment start date.

If approved, International Student Services will issue the student a new I-20 Certificate of Eligibility reflecting CPT authorization. Students must present the I-20 endorsed for CPT on the first day of employment. Beginning employment without this authorization can have serious immigration implications and affect the student’s ability to continue studying in the United States.

Students must always maintain valid F-1 Student immigration status during periods of CPT by:

- Maintaining full-time student status at DePauw University;
- Reporting all changes in address, legal name or academic program to International Student Services within ten (10) days;
- Engaging only in employment pre-approved by International Student Services;
- Obtaining travel authorization signatures before leaving the United States;
- Maintaining valid dates on current I-20s and I-94 Departure Records; and
- Maintaining a valid passport at all times.

TO BE COMPLETED BY THE STUDENT:

Student Information
Name of Student: ___________________________________________________________

DePauw Student ID Number: __________________________  SEVIS Number: __________________________
Date of Birth:                          Phone Number:

Major #1: ____________________________  Major Advisor: ____________________________
Major #2: ____________________________  Major Advisor: ____________________________

**Internship Information**

Name of Employer:
Employer’s Address:

_____________________________________________________________________________________________________________________
Street Number, Street Name, Bldg. Name, and/or Suite Number, if applicable

______________________________________________________________
___________________________________________________________
City, State, Zip Code

Position Title: __________________________________________________________

Internship start date:______________________   /   Internship end date:______________________

___ Part time CPT (20 hours per week or less)   /   ___ Full time CPT (over 20 hours per week)

Please note that during the academic year, students may only apply for part-time CPT (20 hours per week or less), and may only be approved if the internship/employment is required or part of an established academic program. For Winter Term or summer break periods, students may apply for either full- or part-time CPT.

*My signature below indicates I have read the information on this form and that I understand the requirements for CPT and the maintenance of my F-1 status. I also understand that authorization will only be for the approved employer and dates specified above.*

Student's signature: ____________________________________________  Date:______________________

**TO BE COMPLETED BY MAJOR ADVISOR:**

**Faculty Recommendation for Authorization of Curricular Practical Training (CPT)**

Students must obtain CPT authorization by DePauw’s International Student Services office prior to beginning any employment for which the student will be compensated in any way. While classes are in session, students may only work up to 20 hours per week. During official break periods, students may work up to 40 hours per week.

CPT employment must be authorized by a Designated School Official (DSO) within DePauw’s International Student Services office; authorization is issued for a specific period of time, position, company, and location. First, the student should obtain a job description or letter of employment and discuss the appropriateness of the CPT opportunity with her/his major advisor and, if appropriate, with the Program of Distinction advisor. If the advisor recommends CPT authorization, he or she should complete the form below and return it to the student.

The following options reflect the instances in which degree-seeking international students may be authorized for employment (practical training) during their undergraduate degree programs.

*Please select the most appropriate:*

___ The internship/employment requested is required for a class in which the student is enrolled.
___ The internship/employment requested is required for the student’s major degree program.
___ The internship/employment requested is required for the student’s Program of Distinction.
___ The internship/employment is scheduled to take place during an academic semester and is endorsed by the student’s major academic department.
___ The student is requesting CPT authorization for employment during an official university break period or Winter Term, and the proposed employment is related to the student’s major.

I agree to the following information/attestation:

My signature below indicates that I am the student’s major advisor and have reviewed the details of the internship/employment offered to my advisee. I verify that this practical experience is either related to the student’s major field of study or is a requirement for a class in which my advisee is enrolled. We have discussed the details of the proposed employment and how it should enhance the student’s educational program and academic objectives.

Please contact International Student Services at iss@depauw.edu or at (765) 658-4830 if you have any questions or concerns about a student’s request for Curricular Practical Training authorization.

__________________________  ____________________________  ____________
Major Advisor signature        Printed name             Date

__________________________  ____________________________  ____________
Global Opportunities signature (for Winter Term internships) Printed name             Date

__________________________  ____________________________  ____________
DSO Signature                Printed name             Date