

## Center for Global Education Curricular Practical Training (CPT) Application

To apply for Curricular Practical Training, a student must:

- have completed at least 9 months or two semesters of full-time coursework\*
- Be in good academic and disciplinary standing with the University
- Be in status with their F-1

*\*Exemptions exist for graduate students who are required to do an internship during the first year of the program.*

Curricular Practical Training activity must be **directly related to a student's academic major AND an established and written graduation requirement OR done for academic credit**. If an internship is not a graduation requirement in an F-1 student's major area of study, he or she must register for an internship course.

If an internship course is not offered through the major academic department, please contact Logan Vess by email at [lvess@jcu.edu](mailto:lvess@jcu.edu) to register for an internship course through the Center for Career Services. Registration for the semester course must occur before the end of add/drop week for that semester. CPT internship must only be done while taking the course; registration for this course cannot occur in a different semester than the CPT internship.

To be authorized for CPT, please provide the Center for Global Education with the following:

- This **application form**
- **CPT Academic Advisor Verification Form** that indicates whether the CPT is a graduation requirement OR the course for which the student will receive academic credit for CPT
- **Job offer letter** with:
  - Name of employer
  - Address where work will take place
  - Direct supervisor's name and contact information
  - Start and end date of employment (start date **MUST** be in the future)
  - Hours per week OR if the position is full time (21 hours or more per week) or part time (20 hours or fewer per week)

Please allow for a minimum of three business days for authorization to take place and an updated Form I-20 with DSO endorsement of CPT internship to be printed.

**COMPLETE ALL SECTIONS AND RETURN TO THE CENTER FOR GLOBAL EDUCATION**

Student Name: \_\_\_\_\_ Number of semesters in attendance at JCU \_\_\_\_\_

Student Major: \_\_\_\_\_

Name of CPT internship site: \_\_\_\_\_

Intended Start Date (must be in the future): \_\_\_\_\_

Is this internship a required graduation requirement in your major? Circle one:    Yes        No

If no, what is the name of the academic course you will receive credit through for doing this internship: \_\_\_\_\_

Please acknowledge the following CPT rules by initialing next to them:

\_\_\_\_\_ CPT may only be part-time while classes are in session. It may be full or part time when classes are not in session.

\_\_\_\_\_ Use of full-time CPT for one year or more eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT does not affect reliability for OPT.

\_\_\_\_\_ CPT is authorized for a specific employer, a specific time-frame, and specific number of hours. Any changes in employer, start or end date of CPT, or number of hours worked per week will require new authorization by the Center for Global Education.

\_\_\_\_\_ A student must maintain a full time course load during CPT if CPT will occurs during the a academic semester.

\_\_\_\_\_ A student may NOT begin curricular practical training UNTIL he or she has received his or her updated Form I-20 with the DSO endorsement. Off-campus internships, paid or unpaid, done without DSO endorsement is unauthorized and jeopardizes a student's F-1 status.

Date: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Receiving CGE Staff: \_\_\_\_\_