

**To the Student:** To receive practical training authorization, return this completed form to the International Services staff, along with a job contract/ offer letter, the CPT Student Verification Form, and CPT Training Plan for full-time CPT requests (if applicable). Allow 5-7 business days for processing. You must have the authorized I-20 in-hand to begin (or continue) practical training. **DO NOT WORK WITHOUT PROPER AUTHORIZATION** (CPT designation and authorized dates on I-20). To review SEVIS regulations on practical training, refer to [8 CFR 214.2 \(f\)\(10\)\(i\)](#) .

## Student Information

CGU ID# 254 - \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Department/Program \_\_\_\_\_

Degree \_\_\_\_\_

## Description of Practical Training

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Position Title: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_ Part-Time (20 hours or less) \_\_\_\_\_ Full-Time (More than 20 hours)

Start Date (mm/dd/yy): \_\_\_\_\_ End Date (mm/dd/yy): \_\_\_\_\_

- Students enrolled in coursework must receive CPT authorization each semester or module
- Students enrolled in doctoral study may be approved for CPT on a year to year basis

**\*UPDATED FORM\* To the Academic Advisor/ Program Coordinator:** Students must receive departmental approval for Practical Training from their assigned Academic Advisor/ Program Coordinator prior to meeting with International Services staff. To approve Practical Training, the Academic Advisor and Program Coordinator must verify and sign that (1) the practical training is part of an established curriculum requirement, as listed in the current CGU Bulletin; (2) is related to the student's current degree program; (3) meets satisfactory academic progress; and (4) will in no way affect the student's progress to complete their degree.

Academic Advisor Name: \_\_\_\_\_

- Established Curriculum Requirement:
  - The student is fulfilling a milestone or graduation requirement of the program; or
    - If Yes, specify milestone\*: \_\_\_\_\_
  - The student is enrolled in a for-credit course that requires practical training.
    - If Yes, specify course: \_\_\_\_\_
- The proposed practical training is related to the student's degree program.
- The student is currently making satisfactory academic progress, and is not on academic probation.
- The proposed practical training will in no way affect the student's ability to complete their course of study, as intended.

Academic Advisor Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Students fulfilling a milestone or graduation requirement will also need approval from the Program Coordinator.*

**SEVIS Regulations: [8 CFR 214.2 \(f\)\(10\)\(i\)](#)**

(i) Curricular Practical Training. An F-1 student may be authorized by the DSO [Designated School Official] to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving their Form I-20 with the DSO endorsement.

(B) SEVIS process. To grant authorization for a student to engage in curricular practical training, a DSO at a SEVIS school will update the student's record in SEVIS as being authorized for curricular practical training that is directly related to the student's major area of study. The DSO will indicate whether the training is full-time or part-time, the employer and location, and the employment start and end date. The DSO will then print a copy of the employment page of the SEVIS Form I-20 indicating that curricular practical training has been approved. The DSO must sign, date, and return the SEVIS Form I-20 to the student prior to the student's commencement of employment.

**To Be Completed by the Student:**

**Student Information**

CGU ID# 254 - \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

**Description of Curricular Practical Training**

Name of Company: \_\_\_\_\_

Position Title: \_\_\_\_\_

Start Date (mm/dd/yy): \_\_\_\_\_ End Date (mm/dd/yy): \_\_\_\_\_

*I, the student have reviewed the SEVIS regulations above and understand the process to approve and maintain CPT authorization. To confirm, I have initialed each of the applicable statements below:*

- The proposed practical training is related to my current degree program. \_\_\_\_\_
- I am currently making satisfactory academic progress, and am not on academic probation. \_\_\_\_\_
- This practical training either fulfills a graduation requirement for my program; OR I am enrolled in a course that requires practical training. \_\_\_\_\_
- The proposed practical training will in no way affect my ability to complete my course of study, as intended (i.e. program extensions will not be necessary). \_\_\_\_\_
- I understand that the CPT authorization period can only be approved from semester to semester if I am enrolled in coursework; or for one academic year if I am enrolled in doctoral study. \_\_\_\_\_
- I understand that I am not authorized to participate in CPT until my SEVIS record and I-20 have been updated with the CPT designation. \_\_\_\_\_
- I understand that I am only authorized to participate in CPT during the authorization periods listed on my I-20. CPT authorization cannot be backdated or added retroactively. \_\_\_\_\_
- I understand that I am not permitted to work as an independent contractor on a 1099, unless I am receiving direct supervision from the company/ organization providing the practical training. \_\_\_\_\_
- I understand that participating in more than 12 months of full-time CPT makes me ineligible for OPT. \_\_\_\_\_
- CGU does not encourage new incoming students who have just completed their OPT to immediately begin CPT. However, understanding the negative implications on my immigration status, I am requesting to participate in full-time CPT. \_\_\_\_\_