

CURRICULAR PRACTICAL TRAINING (CPT)

OIS WORK/LEARNING AGREEMENT (WLA) THROUGH A REQUIRED COURSE

Curricular practical training may be available to a student who has been in **F-1 status for eight (8) consecutive months** (2 full terms), is currently **enrolled full time**, and is in **good academic standing**. We encourage our students to gain practical experience, however this practical training must be **employment directly related to the F-1's major field of study** and considered **an integral part of the student's curriculum**. Thus, this work experience must be associated with a specific class in which the F-1 student is enrolled. If CPT is out-of-state and conducted in your last terms of study, the practical training must be degree required.

CPT Procedure:

1. **Attend** an "CPT" seminar offered by the Office of International Students
2. **Determine** whether your CPT will be authorized through the **OIS WLA** or through **Career Services Cooperative Education** option.
3. If using the OIS WLA, **complete** this form. If using Career Services Cooperative Education, follow their procedure (located in McKenny Hall)
4. If you have not attended a CPT seminar, make an appointment with an International Student Advisor. If you have attended the CPT seminar or previously met with an OIS advisor, you can drop off the required documents. OIS will issue the work authorization I-20 within 2 - 4 business days. Bring to the OIS:
 - a. the **completed** CPT agreement form, including Employment Information in full
 - b. an employment **offer** letter if the employer did not sign the CPT form
 - c. proof of **enrollment** in the referenced course
5. **Submit** a completed **Evaluation** form to OIS at the end of the authorized CPT
6. **CPT Extension** - CPT is authorized on a term basis. Should you want to **extend** your work authorization, **you are required to submit another application**. Please note that *no additional periods will be approved unless the evaluation form for the previous employment authorization is submitted to the OIS!*
7. **Due to U.S. government regulations on physical presence, out-of-state training during your last term of study must be degree-required. You must submit your program of study signed by your advisor and a copy of your class schedule confirming that you are enrolled for the degree-required practicum.**

Student First Name _____	Student Last Name _____	E _____
_____	1 (_____) _____	Have you had previous CPT? _____
Email Address _____	(Area Code) Telephone Number _____	Did you submit the evaluation? _____

INTERNATIONAL STUDENT ADVISOR CERTIFICATION: This student is eligible to apply for CPT _____, DSO

OFFER of EMPLOYMENT: please have employer complete this section. If you receive an employment offer letter, please include it in addition to your completing this section of the CPT request.

Company Name _____	Supervisor Name _____	1 (_____) _____ (Area Code) Telephone Number
Street Address _____	City _____ State _____	Zip code _____
Employment Start Date: _____	Employment End Date: _____	Wage rate: \$ _____ per _____ for _____ hours per week
The duties and responsibilities will include: _____		

Supervisor's Title _____	Signature _____	Date _____
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PROFESSOR CERTIFICATION: This student is **majoring** in _____ and the **job described above** is directly related to their program of study. While CPT may be mandatory or elective, the class referenced for this CPT is in a current term with course description and faculty listed. This employment partially fulfills requirements for **course** _____ and the evaluation form must be submitted upon completion of the CPT.

Professor Name _____	Signature _____	Date _____
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