

Curricular Practical Training (CPT) Request Form

CPT is **primarily an academic experience** (not work experience). Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. To be eligible, you must:

- be in valid F-1 immigration status for at least two semesters
- secure a job offer that is directly related to your field of study
- get CPT authorization before beginning employment. **Employment without authorization is a major F1 status violation**

Note: If you use more than 12 months of full time CPT employment, you will become ineligible for OPT authorization. Additionally, multiple CPT authorization or CPT authorizations that are insufficiently documented may jeopardize your future OPT or other immigration benefits, such as status changes to H category visa or applications for permanent residency.

Keep records of your CPT applications and authorizations as these may be requested when applying for future immigration benefits.

Types of Curricular Practical Training

1) Degree Requirement

CPT may be authorized when an internship is a **requirement of the degree program** (i.e. *all* students in the program must complete the internship to obtain the degree. Authorization can be for full-time or part-time employment, depending on the academic department's requirement. Proof of course enrollment for this type of CPT is not required.

2) Course Credit

CPT may be authorized for students who enroll in a **course that requires employment** to earn a grade, or a course where students design their own research project based on the employment. Enrollment in the course must be concurrent with the employment. For elective courses, they must be listed in the school's bulletin and specifically designed for a practical training experience. It must earn credit commensurate with other elective courses that count toward the degree.

Example: Department of Chemistry runs a program where students perform an internship in an outside institution to receive a grade. This is an integral part of the curriculum with all students having access to it. Example2: An academic department of the student's major grants a credit for optional internship directly related to the major. This credit would be offered to Domestic and International students.

For clarification, email Greg Lecki Leckige@whitman.edu

CPT by Semester

Fall and Spring Semester

CPT start date can be no earlier than the *first day of the semester's instruction*, and no later than the *last day of finals*. Employment is limited to part-time (20 hrs/week or less) during the Fall and Spring semesters.

Summer

Full-time (21 hours or more per week) employment is allowed for all continuing students in the summer.

Application

Complete all fields. Allow 5 business days for processing. You may not begin any employment until new you have your updated I-20 in hand. Remember, any unauthorized F1 employment is a serious status violation and will result in immediate termination.

1. **You must be enrolled in the appropriate course in your major department to receive credit for the CPT.**
2. **Provide a Verification Letter from your employer.** See page 3.
3. **Submit** the CPT Request Form and your offer letter to Greg Lecki Leckige@whitman.edu

Student Information

First Name:		Family Name:	
WhitmanID Number:	Phone:	Email:	

CPT Employment Information Confirm all information below with CPT Employer. This information should match your verification letter.

Job Title:	Company Name:	<input type="checkbox"/> Part-time (20 hours/week or less)
		<input type="checkbox"/> Full-time (more than 20 hours/week)
CPT dates must start no earlier than first day of semester instruction and end no later than the last day of finals.		
Requested Start Date :		Requested End Date :

Academic Adviser's Recommendation. Work with your academic adviser to complete this page.

F-1 visa regulations state that an F-1 student may participate in a "curricular practical training program" that is "an integral part of an established curriculum" and "directly related to the student's major area of study."

If you are undeclared major, work with your intended major adviser.

Student's Expected Degree Completion Date:	Major: If Undeclared , Intended Major:
Federal Regulations state that we may authorize CPT "that is an integral part of an established curriculum". This means that the work experience is either a degree requirement for all students (foreign and domestic) in the degree program OR that the student is enrolled in an internship course and receiving course credit for the work-based learning experience, which is an integral part of the student's degree program . See page 1 for more details. Select one:	
<input type="checkbox"/> This internship will fulfill a degree requirement – is a mandatory graduation requirement for all students	
<input type="checkbox"/> The student will be receiving course credit in the following course (course name and #) _____	

CPT relevance to academic course or degree

1. What are the academic goals and objectives of this position? (Advisers may need to consult with the student and any participating faculty to determine this information.)
2. How does this CPT experience directly relate to the student's current major area of study? (Note to adviser: please review the CPT employment offer letter):

<input type="checkbox"/> I confirm that I have reviewed and approve the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student's Major, and is an integral part of the student's degree			
Adviser's Name:		Adviser's Email:	
Adviser's Title:	Department:	Telephone:	
Adviser's signature:			Date:

F-1 Curricular Practical Training Verification Letter

Use the draft below to produce a CPT offer letter for the student. Be sure the letter addresses all of the numbered items. Ask the employer to use letterhead paper.

[Date]

To Whitman College Intercultural Center:

This letter is to certify the following F-1 student's participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the Whitman College Intercultural Center. The Employer agrees to provide the student an educational work-based learning experience directly related to the student's major field of study, fulfilling all or part of the student's degree or internship course enrollment requirement.

1. Student Full Legal Name
2. Company Name
3. Company Address
4. Student's Job Title
5. Detailed Job Description *including clear descriptions of student's role, responsibilities, and duties. (Please attach an additional page if needed for full job description)*
6. Dates of Employment
7. Hours per week
8. Salary (or indicate "unpaid". Be sure to understand the DoL rules on unpaid internships)
9. Supervisor's Name *(Note: supervisor must not be an F-1 or J-1 student)*
10. Supervisor's Job Title
11. Supervisor Email
12. Supervisor Telephone

[Employer Official Signature- handwritten signature]

[Employer Official Name]

[Employer Official Title]