

SAINT PAUL COLLEGE international student

Curricular Practical Training (CPT) Faculty & Advisor Verification Form

Curricular Practical Training (CPT): must be an integral part of an established curriculum. Federal regulations define it as a type of alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.

CPT Eligibility:

- The student must be in valid F-1 student status at the time of application and have been in full-time status at a DHS-approved school for one academic year preceding the CPT application.
- The student must enroll in at least one credit related to CPT for each semester (including summer) which CPT is authorized.
- The student requesting part-time CPT authorization is required to maintain a full-course of study (12 credits).
- Full-time CPT is only an option for students approved for Reduced Course Load in their final term.
- Authorization MUST be granted by International Student Services before employment may begin (annotated on I-20).

Part 1. To Be Completed by the Student: Please Type or Print Clearly

Student Name: _____ Tech ID: _____

Phone: _____ Email: _____

Degree Program: _____ Anticipated Graduation date: _____

I-20 Expiration date: _____ Passport Expiration date: _____

Visa Expiration date: _____ CPT Site/Employer: _____

CPT Site/Employer Address: _____ Position Title: _____

Requested Dates of Practical Training/Internship: ____/____/____ to ____/____/____

Hours per week: _____ 1-20 (part-time) _____ 21-40

I certify that the above information is correct. I understand that it is my responsibility to register and stay registered for the required internship or elective course to satisfy the USCIS curricular practical training regulation. I understand that if I am requesting part-time curricular practical training authorization, my total work hours cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study.

Student Signature

Date

international@saintpaul.edu

651-403-4177 | Room 1300

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Part 2. To Be Completed by the Faculty:

According to the U.S. Citizenship and Immigration Services, the proposed practical training must be an integral part of the established curriculum in order to be authorized Curricular Practical Training (CPT). Please contact International Student Services if you have questions about CPT. At least one of the following criteria must be met.

Please check the appropriate item for the student's proposal:

- Program Requirement, Required Course: The student is required to be engaged in the proposed practical training by their declared program. This requirement is published in the Saint Paul College program requirement guide.

Course Title & Number: _____ Number of Credits: _____

- Program Requirement, Optional Course: The proposed practical training is required by a specific course as an option of the student's declared program. The course must be listed in the Saint Paul College Catalog and the faculty's signature confirms that the course is considered an integral part of the student's program.

Course Title & Number: _____ Number of Credits: _____

- Optional Independent Study: The experience to be gained from the internship is viewed by the student's major department to be integral to the student's degree program. **A letter from the student's academic advisor or department chair must accompany this form if this option is checked** and must explain how the internship is integral to the student's degree program.

Course Title & Number: _____ Number of Credits: _____

By signing below, I indicate that the above information is true based on my best knowledge and information.

Faculty Signature

Date

Faculty Name (please print)

Phone

Academic Department

international@saintpaul.edu

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Curricular Practical Training (CPT) Faculty & Advisor Verification Form

Part 3. To Be Completed by the DSO Advisor:

Please verify and check each box below.

- This curricular practical training meets a requirement in the student's declared program at Saint Paul College.
- This curricular practical training is directly related to the student's primary major in SEVIS.

By signing below, I indicate that the above information is true based on my best knowledge and information.

DSO Advisor Signature

Date

DSO Advisor Name (please print) Carol Myint

Students must make an appointment to meet with an International Student Advisor to review completed CPT forms and request CPT in SEVIS **at least 10 business days prior to starting practical training**. Contact International Student Services with any questions.

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