

Curricular Practical Training Application

Students in F-1 immigration status may apply with the International Programs Office for authorization to participate in an off-campus practical training experience, such as an internship, that is considered to be an integral part of the curriculum of their major.

CPT can only be authorized once an internship offer has been made, and the academic advisor will need to confirm how the position is considered not just beneficial, but integral to the curriculum the student is pursuing.

Please note that students applying for CPT for paid off-campus internships or practical training CANNOT begin working until they have been authorized for CPT and have their I-20 with authorization in hand. Students are authorized for either part time (twenty hours or less) or full time CPT based upon the maximum number of hours per week expected to work.

TO BE COMPLETED BY STUDENT

Name: _____ Student ID#: _____

Local address: _____

Email: _____ Tel#: _____

Major: _____ Completion date on current I-20 form: _____

EMPLOYER INFORMATION

Name & address of training provider: _____

Name of supervisor: _____ Tel #: _____

Start & end dates of training: _____ Number of hours per week: _____

STUDENT CERTIFICATION

I understand that I am responsible for maintaining valid F-1 status. I understand that my CPT, if granted, is valid only for the employer dates listed on the I-20. If authorized for part-time CPT, I understand I cannot work more than twenty hours per week. I also understand that regardless of the dates requested, I am not eligible to begin working until I have received the I-20 with the approved CPT listed.

Signature of student: _____ Date: _____

CPT Checklist – bring these materials to the IPO

Curricular Practical Training Application – completed in full.

Evidence of registration for credits

A training confirmation letter from your training provider/employer. The letter must include the following:

- Be on company letterhead and be signed
- Include a job description that shows how it relates to your major
- Include the exact start date and end date of your employment
- Indicate the estimated number of hours per week of employment

Linfield University
International Programs Office
Walker Hall 120
(503)883-2222
ipo@linfield.edu

TO BE COMPLETED BY ACADEMIC ADVISOR

The student listed on the previous page, has applied for Curricular Practical Training (CPT) authorization. This is an authorization for students in F-1 immigration status who are pursuing off-campus internships or practical training as a part of the school's established curriculum.

This authorization is done by International Programs, but we require information on how exactly the training is related to the student's major **AND** is considered integral to the curriculum.

1) Please indicate how the listed off campus training is considered integral to the curriculum:

The internship is a requirement to graduate
The internship course counts towards elective requirements for graduation.
The internship is optional but is considered integral to the curriculum for the reasons listed below (if this box is checked, question three must provide information on not only how internship relates to the student's program of study, but is considered integral to their studies)

2) Please list the course number and credits for the course this internship is tied to:

Course Number: _____ Course Credits: _____

3) Please explain how this training relates to the student's field of study and is considered not just beneficial to their academic program, but integral. _____

Signature: _____ Date: _____

Name & Title: _____ Tel #: _____