**Curricular Practical Training Application Form**

**STUDENT INFORMATION (*TO BE COMPLETED BY THE STUDENT*):**

Name       Student ID #      Program/Major:

Degree level: [ ]  Bachelor [ ]  Master

Do you work on campus? Yes[ ]  No[ ]  If yes, how many hours?

Employer Name:       Employer Address and Contact Number:

Job Title:       Supervisor Name:

Job Description:

I have read and understand each rule and procedure of the CPT process listed below. I also certify that all of the information contained in this application is true and correct.

# Student Certification:

Please verify the accuracy of the student information section of this application. Read each item below carefully and print, sign and date this certification.

1. To be eligible to apply for CPT, I must have completed one academic year in lawful F-1 status.
2. I am in good academic standing to continue my program of study.
3. I am required to enroll in and complete the specific course in my program/major that is directly related to the CPT and for which CPT employment authorization will be granted.
4. To make any changes to the employer, location or date of my CPT, I will request new approval from my academic advisor, department head or graduate coordinator, and OISS at least two weeks in advance.
5. I will notify OISS within 10 days if my address changes.
6. Should I engage in 365 days or more of full time CPT, I understand that I will no longer be eligible to apply for Optional Practical Training (OPT) upon graduation.
7. I understand that beginning CPT without OISS approval and the notation on the second page of my I‐20 is a violation of the U.S. immigration regulations. This action could harm my lawful F-1 status in the U.S.

*I have read, understand, and will follow each rule and process of this CPT Student Certification.*

Student’s signature:

Student’s printed name:       Date

\*\*Please allow 5 - 7 business days for CPT processing once submitted\*\*

**CURRICULAR PRACTICAL TRAINING INFORMATION (*TO BE COMPLETED BY THE DEPARTMENT ONLY*):**

CPT is authorization for employment that is an **INTEGRAL part of an established curriculum and is DIRECTLY related to the student’s major area of study**. CPT is not meant to facilitate employment opportunities for individual F-1 students; rather it must be for an academic purpose. Therefore, we ask that you complete the following information to help us determine whether the proposed program meets the immigration requirements for CPT employment authorization. If you have any questions, please contact OISS at oiss@redlands.edu.

## Please check whether the proposed Curricular Practical Training is a curriculum requirement or an integral part of an established curriculum in the student’s major field of study.

[ ]  Yes, it is a curriculum requirement to complete the degree program and/or an integral part of an established curriculum.

[ ]  No, it is not a curriculum requirement

# PLEASE FILL OUT BELOW AS IT RELATES TO TYPE OF EMPLOYMENT:

**CPT information:**

CPT beginning date:

CPT end date:

**Hours of training per week:**  Part-time (up to 20 hours/week),       Full-time (more than 20 hours/week)

# Required internship or optional practical training course for credit information:

Course number:       Course title:       Credit hours:

Term of enrollment:       Anticipated graduation date:

**Required internship or optional practical training:** (including on campus and off campus internships)

Employer’s name:

Employer’s Address:

## Check all of the following that apply:

[ ]  Student’s program of study requires this employment/training.

[ ]  Student’s job/internship is directly related to program/major and serves an integral part of established curriculum.

[ ]  Other (*please explain*):

*I have reviewed the student’s proposed CPT experience and recommend its authorization by the Office of International Students and Scholars. I verify the student meets all eligibility criteria as per the* ***CPT Rules and Procedures pages****, and I understand that I may be consulted before OISS issues a final decision.*

Academic Advisor’s signature: Date:

Printed name and title:       Phone:

\*\*Please allow 5 - 7 business days for CPT processing once submitted\*\*