

International Student & Scholar Services

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phone 612-330-1659 *campus box* 68

location Oyaté Commons, Christensen Center



F-1 Curricular Practical Training (CPT) Request & Verification Form

Student & Internship Information

Last Name _____ First Name _____ Augsburg ID _____

Field of Study _____ Program Level: Bachelors _____ Masters _____

Program Start Date *Note: Item 5 on I-20, mm/dd/yyyy:* ____/____/____ On-campus Work Hours/Week _____

CPT Start Date ____/____/____ CPT End Date ____/____/____ CPT Work Hours/Week _____

Job Title _____ CPT Employer Name (please print) _____

CPT Address _____ City _____ State _____ Zip Code _____

Describe Proposed CPT Employment how it is related to your major. _____

Immigration regulations require this training “be an integral part of the established curriculum” and is "directly related to the student's major area of study". Please check all that apply.

The proposed internship is a required part of my degree program and I will receive credit for the course.

The proposed internship is an elective credit in my degree program.

The proposed internship will satisfy my Augsburg Experience requirement.

Course Number and Title _____

I have attached a written job offer stating the describing the employment (employment period, weekly hours, job title and responsibilities) and willingness to cooperate in achieving the curricular goals of the internship experience.

I have have not completed all course requirements for my degree. (If not, completion date is ____/____/____.)

I certify that the above information is true and correct. I am aware that I am NOT eligible to pursue curricular practical training (CPT) if I have not enrolled in a full-time course load at Augsburg University for one full academic year OR when I have satisfied all requirements for my degree. I understand that it is my responsibility to register for the required internship or elective course to satisfy the curricular practical training law. If I am requesting part-time CPT authorization, my work hours off campus 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 _____

Faculty Advisor Approval

This student is applying for curricular practical training (CPT), which is work authorization for off-campus employment that is an integral or important part of the student’s curriculum and related to his/her major field of study. If a student has satisfied all requirements for his/her degree program, OR the student has not enrolled full time at Augsburg University for one full academic year, s/he is NOT eligible to pursue CPT. The employment can be authorized: (1) if it is required by the degree program, or (2) if it is elective employment and the student is receiving course credit requiring the employment. Pursuit of CPT should not delay the student’s completion of studies; the student is expected to complete studies on or before the date on his/her United States Citizenship & Immigration Services (USCIS) Form I 20 (see “program completion date” in Part 1 above). Your verification of the information the student has provided is needed to ensure that Augsburg University is in compliance with USCIS law.

I agree with the information.

I disagree with the information.

Please provide brief comments if disagree _____

Faculty Advisor Name *please print* _____ Phone _____

Signature _____ Date _____

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F-1 Curricular Practical Training (CPT) Information Guide

General CPT Information

- CPT is short for curricular practical training and available to F-1 students ONLY.
- CPT program must be an integral part of an established curriculum and directly related to the student's major area of study.
- Although the CPT regulations permit employment connected with curricular practical training, CPT should not be looked at simply as a form of "work authorization".
- Each CPT can permit as long as one-year work authorization.

Eligibility for CPT

You must be currently in valid F-1 status.

By regulations, you are required to enroll for one full academic year of study before engaging in CPT EXCEPT when enrolled in a graduate level studies where immediate CPT is required of all students.

You will have to continue to be enrolled for a full course of study during CPT.

The training is a part of an established curriculum and "directly related to your major area of study."

Hours & Length of CPT

- During the Part-time CPT you are limited to 20 hours per week. This is an option for Graduate Students (all year) and undergraduate students (all year).
- During full-time CPT you are eligible for 20 hours or more per week (this is NOT limited to 40 hours per week). Undergraduate students are eligible only during summer breaks.
- Use of more than 12 months of full time CPT eliminates use of Optional Practical Training (OPT) after graduation.
- You must reconnect with your advisor each semester to extend your CPT. You must work with your faculty advisor to see if they can keep the internship credit open. Then, speak to your DSO before the end date of your current CPT authorization, and they will extend the experience in SEVIS, otherwise you must end the experience at the end date of your experience in SEVIS.

Application Steps

Students must complete the following application Steps after they receive a position, but before they start the position (orientation, training, etc). If the student starts the position, they will not be able to be authorized and out of status.

With the Strommen Center/Enrollment Center/Faculty Advisor:

Work with Strommen Career Center and faculty advisor to do the [Internship Registration Form](#) (2 or 4 credit) or [Augsburg Experience Internship Form](#) (0 credit). You must complete the requirements of the internship course to pass the course.

Complete the [Internship Site Agreement Form](#). A confirmation email will be sent directly to your internship site supervisor.

With your International Student Advisor/DSO:

Student must obtain a written job offer stating the describing the employment (employment period, weekly hours, job title and responsibilities) and willingness to cooperate in achieving the curricular goals of the internship experience and submit to your DSO.

Student must complete Augsburg CPT Student Request and Faculty Advisor Form.

Student must set up an appointment with an international student advisor to request authorization for CPT. The DSO will review documentation and determine eligibility of CPT position. Upon approval, the DSO will reissue and sign a new Form I-20 with the authorization of CPT on page 2. This authorization allows the student to begin the position.

Once you complete all the steps above with your new I-20 with CPT Authorization, you can start your internship on the start date listed on your new I-20. Please keep in contact with ISSS if you have any questions or changes with your Internship.