

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

### 1. TO BE COMPLETED BY STUDENT:

Last Name:		First Name:		Augsburg ID #:	
Program Level: <input type="checkbox"/> BA <input type="checkbox"/> MA		Field of Study:		Telephone #:	
Program Start Date (Item 5 on I-20) : ____/____/____ (mm/dd/yyyy)				On-campus Work Hours/Week:	
CPT Start and End Dates: ____ through ____				CPT Work Hours/Week:	
Job Title:		CPT Employer Name (please print):			
Address:		City:		State:	Zip Code:
Describe Proposed CPT Employment:					
<p>Check the appropriate reason for your proposed CPT:</p> <p><input type="checkbox"/> The proposed internship/practicum is <b>required</b> in my degree program. ( ***Information providing evidence of the employment requirement for your degree program must be attached.)</p> <p><input type="checkbox"/> I will receive <b>course credit</b> for the internship. ( ***A completed Course Description form must be attached.)</p>					
I have <input type="checkbox"/> have not <input type="checkbox"/> completed all course requirements for my degree. (If not, <b>completion date</b> is ____/____/____.)					
<p>STATEMENT: I certify that the above information is true and correct. I am aware that I am <b>NOT</b> eligible to pursue curricular practical training (CPT), if I have not enrolled on a full-time basis at Augsburg College for one full academic year <b>OR</b> 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 total work hours (that includes any on-campus employment) <b>CANNOT</b> 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.</p>					
Student signature _____			Date _____		

### 2. TO BE COMPLETED BY FACULTY ADVISER:

<p>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, <b>OR</b> the student has not enrolled full time at Augsburg College for one full academic year, s/he is <b>NOT</b> 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 &amp; Immigration Services (USCIS) Form I-20 (see "program completion date" in Part 1 above). <b>Your verification of the information the student has provided is needed to ensure that Augsburg College is in compliance with USCIS law.</b></p>	
<p><input type="checkbox"/> I agree with the information. <input type="checkbox"/> I disagree with the information.</p>	
Please provide brief comments if disagree _____	
Academic Adviser Name (please print) _____	Phone _____
Signature _____	Date _____