

F-1 CURRICULAR PRACTICAL TRAINING (CPT) STUDENT FORM



Address: 2403 Russell Long Boulevard, Canyon, TX 79015
Phone: (806) 651-2073
Email: kcombs@wtamu.edu
Website: <http://wtamu.edu/international>

PURPOSE OF FORM

The form must be completed by international student in F-1 visa status requesting authorization for an internship/ Curriculum Practical Training (CPT) from International Student Services (ISS) office. Please complete this form in its entirety and submit it along with any additional documents included in the checklist below to the ISS office.

WHAT IS CPT?

- F-1 students must apply and be authorized for CPT if they intend to work **off-campus**.
- CPT is work authorization for F-1 students to receive training that is designed to achieve an established academic objective and is directly related to their degree level and major.
 - must be either a required part of the degree plan or an integral part of the student's curriculum
 - must be utilized **PRIOR** to completion of the student's degree program
 - must be authorized whether they will receive any form of payment or compensation or not
 - includes **internships, practicums and cooperative education**
 - is dependent upon the student being academically eligible and will only be approved if the employment meets federal government regulations
- A student authorized for CPT may only be employed by a **specific employer**, at a **specific location** and for **specific dates** as approved by ISS.
- The student must be registered for the appropriate internship course number prior to seeking CPT authorization.
- Any changes in employment such as employer, location, or dates of employment require a new CPT application.

DEADLINE

ISS authorization must be granted on a new I-20 form **before** the student may begin CPT employment. Please allow 5-10 business days for the review of CPT request and the issuance of the I-20 showing that the student is approved to engage in CPT.

CHECKLIST

To ensure your application for CPT is ready for review, please take the following actions:

- 1. Enroll in a related course within the academic department as a practicum or internship course. You must have enrolled in the course for which you will earn CPT credit before the internship can be authorized. The credit(s) must be earned during the semester in which the CPT will occur.
- 2. If you will not be enrolled full-time during the CPT period, either during a major semester (fall or spring) or your graduating semester (including summer), please schedule an appointment to discuss your situation with an international advisor in the ISS before applying for CPT.
- 3. If you are a sponsored student please contact your sponsor to ensure that the application for CPT does not violate the conditions of your sponsorship. Documentation of this must be submitted to the ISS along with the CPT application.

REQUIRED DOCUMENTS

Please submit the following documents to the ISS office:

- 1. Completed F-1 CPT Student Form
- 2. Completed F-1 CPT Academic Department Form
- 3. Completed F-1 CPT Employer Form

F-1 CURRICULAR PRACTICAL TRAINING (CPT) STUDENT FORM



Address: 2403 Russell Long Boulevard, Canyon, TX 79015
Phone: (806) 651-2073
Email: kcombs@wtamu.edu
Website: <http://wtamu.edu/international>

THIS SECTION TO BE COMPLETED BY THE STUDENT

Buff ID Number: _____

Last Name: _____ First Name: _____

Employer's Name: _____

Physical Address of Employment Location: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Requested CPT Start Date: _____ Requested CPT End Date: _____

**Please note: CPT is treated as a course and thus cannot begin before the start of the term or end beyond the end of the term.*

Will this be a Paid Internship? Yes No

If yes, will you need to apply for a Social Security Number [SSN]? Yes No

Statement of Understanding:

- I will only work between the start and end dates authorized on the I-20 form.
- If I engage in employment prior to receiving a CPT authorized I-20 form, I will be in direct violation of my F-1 VISA status. This will result in loss of all CPT authorization and I will be required to exit the U.S. and apply for a new F-1 VISA using a new I-20 with a new SEVIS ID.
- I will update all personal information such as address, e-mail, phone number, etc., directly with the ISS within 10 days of any changes.
- I understand that updates made in Buff Portal will not update my U.S. Department of Homeland Security SEVIS record and I must make changes directly with ISS staff.
- I will inform ISS in writing if my employment ends prior to the CPT authorization end date.
- The course credit for this CPT is required or is an integral part of my degree program.
- If I am not enrolled full time during the long semesters (fall or spring) or during my graduating semester (including summer), I will discuss my situation with an ISS advisor before applying for CPT.
- If I am a sponsored student, I will contact my sponsor to ensure I am able to participate in CPT and that this does not violate the conditions of my sponsorship.
- I understand that failure to follow F-1 regulations or any the above statements could result in the termination of my F-1 status.

My signature below confirms the information provided on this form is true and accurate and that I have read and understand the Statement of Understanding above.

Signature: _____

Date: ____/____/____

THIS SECTION TO BE COMPLETED BY THE INTERNATIONAL STUDENT SERVICES (ISS)

Determine the student's eligibility and keep a copy on file in SEVIS Records.

Approved by PDSO/DSO: _____

Date: ____/____/____