

F-1 CURRICULAR PRACTICAL TRAINING (CPT) EMPLOYER 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 the employer assisting an international student in F-1 visa status who is requesting authorization for an Internship/Curriculum Practical Training (CPT) from the International Student Services (ISS) office. Please complete this form in its entirety and submit it either to the student or 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 or not they will receive any form of payment or compensation
 - 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 the student's application for CPT is ready for review, please take the following actions:

- 1. **The employer** must complete the F-1 Employer Form (this form).
- 2. Along with this form, the employer must also issue an official, signed job offer letter printed on company letterhead.

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THIS SECTION TO BE COMPLETED BY THE EMPLOYER

Student's Buff ID Number: _____

Student's Last Name: _____ Student's First Name: _____

Supervisor's Name: _____ Phone Number _____ Email _____

Student's Job Title: _____

Job Duties: _____

Number of hours per week the student will work while on CPT/ Internship: _____

Requested Start Date: _____ Requested 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.

Are you aware that the job training/duties performed must be directly related to their degree program? (Please note that this is an Internship requirement in order for CPT to be authorized.) Yes No

Please note: The student's I-20 must include the address where the student will be physically working. The ISS will add this information to the I-20 for CPT authorization and the address will appear on page 2 of the I-20.

Employer/Company Name: _____

Physical Address of Employment Location: _____

City: _____ State: _____ Zip Code: _____

Statement of Understanding:

- I certify that the information provided on this form is true and accurate.
- I understand that the student will only be permitted to work during the authorization dates listed on their I-20.

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: _____

Employer's Name: _____

E-mail: _____

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 the PDSO/DSO: _____

Date: ____/____/____