



Office of International Programs
Center for Global Citizenship
Providing opportunities for
Global enrichment and exchange

Request for Curricular Practical Training F-1 Visa Student

Curricular Practical Training (CPT) provides the opportunity to receive off-campus wages while gaining practical experience, through employment. CPT must be directly linked to a registered course that contributes to graduation requirements. Prior to beginning employment, CPT must be approved by the College and registered with SEVIS. Participating in off-campus employment without authorization will result in being out of status with the F-1 Student visa. The College is required to report such activity. For questions, please see Marcie Bahn. CPT is not required for non-wage experiences. Students must complete 1 academic year to be eligible.

Please follow these steps to ensure proper compliance:

1. Complete this and the Learning Contract form at least two weeks before employment is to begin.
2. Make two copies of the Learning Contract (1-student, 1-Marcie Bahn).
3. Submit the Original Learning Contract to Registration and Records for course registration.
4. Make an appointment to meet with Marcie Bahn, Associate Director Office of International Programs at least two days prior to beginning employment. The appointment will only take 20 minutes.
5. Bring to your meeting with Marcie Bahn: one copy of the Learning Contract, your schedule showing the registered course, and this completed form.

Full Name as it appears on your passport: _____

Major(s): _____ **Minor(s):** _____

Employment: Begin Date: _____ End Date: _____ (may not exceed *Completion of Program* date)

Employer Business Name _____

Name of Supervisor _____

Telephone Number of Employer _____

Employer Address _____
Street, Apt. _____ City, State, Zip code _____

Work Hours – Full time or Part time (20 hours or less): _____

Course to which the Curricular Practical Training will be associated:

Course Code: _____ Course Title: _____ Credits: _____

What is the focus of this CPT experience and how does it apply toward Program Completion?

Signatures

Student: _____ Date: _____

Professor: _____ Date: _____

Employer: _____ Date: _____