

Curricular Practical Training Application

cpt

Name: _____
Family First

UW ID#: _____ Gender: Male or Female

E-mail: _____ Daytime Phone: _____

Visa Type: _____ (as indicated on current I-94 card) Passport Expiration Date*: _____

Major(s): _____ Degree Level: _____

Expected completion date[Ⓞ]: _____
Month/Day/Year

★ If your passport is within 6 months of expiry, renew it as soon as possible.

Ⓞ For undergraduates or course-work-only Master's candidates, the completion date is the date of your last exam or graduation date; for Master's students with thesis, it is the date on the library deposit; for Ph.D. students, it is the date dissertation is submitted to the Graduate School for final review.

Participation in and authorization of CPT can only occur before degree completion.

You must meet with an ISS advisor at the time of application submission to be authorized for CPT.

Date reviewed with ISS advisor: _____ By: _____
Month/Day/Year

Attach the following documentation:

- ✓ Current I-20.
- ✓ If you are applying for "required" CPT, a copy of the departmental requirement showing that all degree candidates must complete the internship or practical training program.
- ✓ Completed Academic Advisor/Co-op Program Director Form (included in this packet).
- ✓ Completed Employer Form (included in this packet) or employer's offer letter which covers the same information requested on form.

Signature: _____ Date: _____

Box to be completed by ISS Staff only.

ISS Staff Member confirm:

- visa status
- passport validity
- F-1 eligibility (9 months)
- department verification of academic internship option

All attachments indicated are present and complete. _____
(initials/date)

If not, return to applicant for resubmission when complete.

Revised 10/04

Form to be Completed by the Academic Advisor or Co-op Director
for International Student Curricular Practical Training Application

Student Name: _____
Family First

Student **qualifies*** for Curricular Practical Training (CPT) based on (indicate one):

- An academic internship/co-op is required of all students in this program in order to graduate.
- An academic internship/co-op is an elective option in this program and the department has a specific course (noted below) designed for this purpose.
- Work experience gained from this internship is integral to the student's thesis or dissertation and the student is registered for the appropriate thesis/dissertation research course.

★One of the above qualifiers must be met in order for CPT to be authorized. Please note, if CPT cannot be authorized based on lack of appropriate qualifier, the student does have another option for work permission in his/her field. This type of work does not require paperwork by the academic advisor or employer; refer the student to ISS.

Academic Department _____

Student is registering for course # _____ and student will earn _____ credits for CPT.

Number of hours student will work per week: _____; Full Time or Part Time.

The department does or does not consider registering for this course a full-time academic load.

Student's CPT will occur during the Fall semester, Spring semester, or Summer of _____ .
Year

Employment to begin on _____ and end on _____ .
(Dates from Advisor and Employer need to match.)

Advisor/Co-op Director Name Signature Date

E-mail: _____ Phone: _____

Campus Address: _____

**Please return this completed form to the student.
Student will submit to International Student Services for processing.**

Revised 10/04

