

## **CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION**

**Instructions: This form is to be completed for all F-1 students seeking to participate in Curricular Practical Training (CPT). Read page 1-2 for directions and complete pages 3-4 and submit to your International Student Services Coordinator.**

### **DEFINITION**

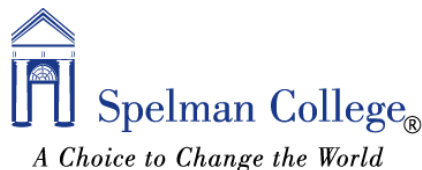
Curricular Practical Training (CPT) is a work authorization for F-1 students to participate in paid positions off-campus. It is defined as any required or optional internship that is an integral part of the established curriculum for a program of study. Only internships that are directly related to the course curriculum qualify as CPT and can be either an optional or required part of the program. Unpaid or volunteer positions do not require work authorization.

Some ways CPT is considered:

1. Degree Requirement: CPT may be authorized when an internship is a requirement of the degree program (i.e. all students in the program must complete the internship to be eligible for the degree).
2. Course Credit Requirement: CPT may be authorized for students who are registered in a course offered through their major department for which employment is a requirement of the course. Authorization is granted on a semester by semester basis and cannot exceed the dates of the term in which the employment will occur. Extensions of authorization are possible. The following courses are eligible:
3. Cooperative Education Agreement: CPT may be authorized when an internship is part of an agreement between a Spelman College academic department, an employer, and a student. Students who participate in summer cooperative internships must intend to continue at SPELMAN COLLEGE during the following fall semester.

### **CPT REQUIREMENTS**

- The training must be an integral part of the curriculum. Your major department must verify this in writing.



Rokhaya Fall  
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- The training is only authorized during a course of study. It cannot be used after completing your program.
- Internships that are optional must be taken for credit units. Not all majors offer courses that meet the CPT eligibility requirements. Students should check with their major department for more information.
- The training must be authorized for a specific job at a specific company.
- Students **MUST** be enrolled as a full-time student during the academic year while participating on CPT.
- Dates of employment must be within the dates of the semester. Students who want to continue their employment during the academic break must discuss their plans with the International Student Coordinator. Summer session CPT employment dates must be between the end of spring semester and the beginning of fall semester.
- Employment is limited to part-time (20 hours or less) during the academic year. Full-time employment is very limited. For example, full-time employment is allowed during summer session.
- There is no limit on the amount of time used for CPT. However, students who participate in fulltime CPT for one year or more will **NOT** be eligible for Optional Practical Training for that degree level.

### **ELIGIBILITY**

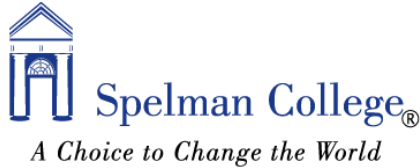
- Student must have been in F-1 status for a minimum of one full academic year at Spelman College.

### **F-1 Student Form for Curricular Practical Training (CPT)**

Student Information

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Spelman E-Mail Address \_\_\_\_\_ Curriculum/Major \_\_\_\_\_



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Graduating Semester \_\_\_\_\_

You must attach a brief description (typed) of your academic objectives and goals and how this position is a practical application and extension of the coursework you have taken.

**Employer Information**

You must attach an offer letter from the employer that includes: begin and end dates, job title and job description that outlines your duties and expectations. The offer letter must be on company letterhead. Generic letters will not be accepted. Please complete this form and give it to your academic advisor.

Company Name \_\_\_\_\_ Company Website \_\_\_\_\_

Your site of activity address at the company:

Street/Building \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Proposed begin date: \_\_\_\_\_ Proposed end date: \_\_\_\_\_

Is this position part time (20 hours or less per week) or full time (20 hours or more per week)?

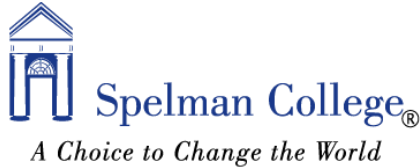
Part-Time

Full-Time

I certify that I have read and understand the requirements for CPT; I believe that I am eligible for CPT; the application that I am submitting is correct and complete. I have read and understand the parameters of my employment and agree to conform to those limitations.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Advisor's Recommendation Form for Curricular Practical Training (CPT)**



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Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

The above student is requesting CPT in her field of study. In order for The Gordon-Zeto Center for Global Education to authorize CPT, it is necessary for us to ascertain the student’s eligibility to engage in off-campus employment at this point in her program.

Academic Advisor Agreement

I certify that the student named above has maintained full-time enrollment and is making good academic progress. I have read the student’s job description, support the student’s academic objectives, and recommend them for CPT. This position will not delay the student’s degree completion and meets one of the three CPT employment options below.

Advisor initial here \_\_\_\_\_

Please check applicable box

This part-time employment is a required part of the degree program.

This full-time employment is a required part of the degree program.

This employment is an extension of coursework that this student has already completed (list 3 courses that the student has already completed below). In most cases, this option can only be used in the summer semester.

Advisor’s Signature \_\_\_\_\_ Department \_\_\_\_\_

Advisor’s Name \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE KEEP IN MIND ALL CPT APPLICATIONS MUST BE SUBMITTED AND APPROVED PRIOR TO THE START DATE OF THE PROGRAM.**