

Curricular Practical Training Application

To be eligible for CPT you must be in valid F-1 status and have been enrolled full-time for a minimum of one academic year (2 full semesters - Fall and Spring).

Participation in CPT must occur *before* all degree requirements have been met. Students cannot extend their I-20 to participate in CPT if all degree requirements have been met.

Students can meet with an Immigration Coordinator during advising hours with any questions regarding the CPT application.

Date Stamp Here
For office purposes
only

How to complete your CPT request:

Step 1: Register for the course that requires CPT.

Step 2: Complete the CPT Application Form.

Have your advisor complete the Advisor Recommendation Form for CPT.

Have your employer complete the Employer form for CPT.

Step 3: Submit the completed 3 forms and your employment offer letter to the CIE Main Office in Garland 138 prior to beginning your employment.

Step 4: CPT applications are reviewed by the CPT committee every Thursday afternoon. You will be notified immediately if more information is needed. If approved, your updated I-20 will be ready within 3-5 business days after the review.

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CIE STAFF:

Confirm that this student is enrolled in the course listed by the advisor on page 3.

(initial)

To be completed by the student:

Last Name: _____

First Name: _____

UWM Student Number: _____

Phone Number: _____

Email Address: _____

Major: _____

Degree: Bachelor Master Doctorate

Expected Degree Completion Term: _____ / _____
(Term) (Year)

Check each item that applies:

I have been enrolled on a full-time basis for at least one academic year (Fall and Spring term)

I have followed the rules for maintaining lawful F-1 status and understand the responsibilities required for maintaining my lawful status during my period of CPT

Student Signature: _____

Date: _____

CPT Summary

What is Curricular Practical Training?

Regulations on CPT state: “...Curricular Practical Training is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” {8 CFR 214.2(f)(10)(i)}

Who is eligible for CPT?

A current F-1 student who is currently enrolled, maintaining status, has not graduated AND has been a full-time student for at least 2 academic semesters in a U.S. degree-seeking program.

What employment qualifies as CPT?

The employment must be an ***integral part of an established curriculum, credit bearing, and needed to fulfill a degree requirement.*** The student’s academic or faculty advisor will be required to verify this situation. CPT must fall into one of the following categories:

Required: Curricular Practical Training is an internship or practicum that you **must** complete to earn your degree. Some examples of degree programs at UWM that require such experience include Psychology, Nursing, Occupational Therapy and Education.

For Credit: Curricular Practical Training allows you to earn academic credit toward your degree requirements in a job that is in your field of study. It may be an elective or a requirement of your degree.

For what length of time is CPT authorized?

CPT is authorized one term at a time. Students must re-apply each term to continue their CPT.

For what number of hours is CPT authorized?

Students requesting CPT during required full-time enrollment terms (Fall and Spring) are only eligible for part-time CPT (20 hours per week or less). Exceptions include students in thesis or dissertator statuses and students for whom full-time CPT is a program requirement.

Does CPT limit OPT Eligibility?

Part-time CPT does not affect OPT eligibility. However, full-time CPT authorized for one year or more forfeits the student’s eligibility for OPT. Note: CPT is a short-term learning experience and having long-term CPT with the same employer can jeopardize future eligibility for OPT.

How can a student apply for CPT?

The student must return the completed CPT application (completed by the student), the Academic/Faculty Advisor form, the Employer form, and the official offer letter to the CIE Main Office to be reviewed by the CPT committee. If the proposed experience meets the CPT requirements and the student is eligible, an updated I-20 with CPT authorization on page two will be issued.

Advisor Recommendation Form for CPT

Student's Last Name: _____

Student's First Name: _____

UWM Student Number: _____

For an international student to qualify for Curricular Practical Training (CPT), the experience must be part of his or her curriculum and be related to his or her field of study. The following reasons qualify for a curricular experience.

Choose the appropriate reason for recommending this student for CPT:

- An academic internship is required of all students in this program in order to graduate from UWM.
- An academic internship is an elective option in this program and the department has a specific course designed for this purpose (listed below).
- Work experience gained from this internship is an integral part of the student's thesis / dissertation or is an appropriate professional experience for the student completing his or her thesis / dissertation. The student is enrolled in the appropriate thesis /dissertation research course.

Briefly explain how this work experience is related to the student's coursework:

Student's Academic Department: _____

Course Number that Includes CPT: _____

Number of Credits for this Course: _____

This course and the student's CPT will take place during the following semester (select only ONE):

- Fall semester Spring semester Summer Term

The work the student will be doing is:

- Part time (20 hours or less per week) Full time (more than 20 hours per week)

Employment Dates (*Dates must match Employer's stated employment dates):

Start date: _____

End Date: _____

Academic/Faculty Advisor Name: _____

Phone Number: _____

Academic/Faculty Advisor Signature: _____

Date: _____

Please return this form to the student. The completed form must be submitted with the student's application.

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Employer Form for CPT

Instructions for Employers: Thank you for completing this form. By doing so, you are helping provide the information we need to be able to authorize our student to legally work for you. This information is required by federal immigration regulations. Please be advised that the student may not begin working until the CPT has been authorized. Our normal processing time for applications is approximately ONE WEEK from form submission.

Student Name: _____

Name of Company: _____

Work Location (Physical Address): _____

Name of Supervisor: _____

Supervisor's Email: _____ Supervisor's Phone Number: _____

Employment Dates (*Dates must match Advisor's stated employment dates):

Start date: _____ End Date: _____

Number of work hours per week: _____ Employment is: Paid Unpaid

Student's Position Title: _____

Please attach to this form a letter of offer of employment on your company's letterhead addressed to the student that includes, at minimum, the following:

- Name of company/employer
- Physical address of employment
- Start and end dates of employment
- Number of work hours per week (full time/part time)

Name of Company Representative Completing Form Signature Date

Title of Company Representative Completing Form Email Address Phone Number

Please return this form to the student with a letter of offer of employment.