



Authorization for Curricular Practical Training (CPT)

Students may apply for Curricular Practical Training (CPT) after enrolling at Cambridge College for at least one full academic year (two semesters of full-time study). Full-time study for graduate students is defined as 8 semester credit hours and for undergraduate students is defined as 12 semester credit hours. An official letter of offer from a job or internship, recommendation by the student's academic advisor/dean's, and recommendation in SEVIS by a P/DSO are all required for a student to be authorized to engage in CPT.

SECTION I: Student Information.

First Name: _____ Last Name: _____

Email: _____ ID Number: _____

Most recent terms completed (select TWO): Fall 20____ Spring 20____ Summer 20____

Current residential address in the U.S.: _____

SECTION II: Employment Information.

Internship /Company/Institution: _____ Supervisor Name: _____

Employer Address: _____ Employer Phone Number: _____

Dates of employment: Start-date: ____/____/20____ End Date: ____/____/20____

Employment is: Paid Unpaid Full-time (more than 20 hrs/week)
 Part-time (20 hrs/week or less) *Note: Full-time CPT is allowed in Summer term ONLY.*

Student's transcript will reflect CPT as: Course Number: _____ Credits earned: _____

Explain how this work will directly supplement coursework for the course named above:

I have provided an official letter of offer for this internship in addition to this form. I understand that, without an official letter of offer, I CANNOT be recommended in SEVIS for CPT.

SECTION III: Academic Advisor/Dean Recommendation.

I have reviewed the content of this student's internship/job offer and recommend that the student receive authorization to use this offer for his/her Curricular Practical Training.

Advisor Name: _____ Telephone extension: _____

Advisor's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

SECTION IV: P/DSO Recommendation in SEVIS.

Date received *Received by* *SEVIS updated* **Student notified:** CC email Personal email
 Phone In person