

Curricular Practical Training (CPT) Request Form

YOU WILL NEED TO SUBMIT 3 DOCUMENTS TO REQUEST A CPT I-20:

1. **This CPT Request form** completed and signed by you and your Academic department.
2. **Enrollment Confirmation:** Enroll in the appropriate course in order to receive credit for CPT and print the document
3. **Letter from the Employer** (see page 2 for details-not required if student is doing mandatory Practicum)
 - **Submit** the 1. CPT Request Form, 2. Enrollment Confirmation, 3. Letter from the Employer to **International Services** to intlservices@webster.edu (**Subject Line: New CPT Request, Last name, First name, Webster ID #**)

How do you want to receive your new CPT I-20. (Your new I-20 will be ready in **5-7 business days**):

- By mailing to my current home address
- Picking up from the Welcome Center room # 130 (First floor-Webster Hall). You will be notified via email once the I-20 will be ready.

Student's Information To be completed by the **Student**

Last Name:	First Name:
Student ID Number:	Current home address:
Major /Department:	Level of Study: Bachelor's Master's DMGT
Telephone:	Email:
This is to confirm that I have been in F-1 visa status for at least one academic year (9 month) and I am currently maintaining F-1 student status (ESL classes don't count toward the one academic year requirement).	Student's Signature & Date:

Employment Information To be completed by the **Student**

Job Title:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)		
Company Name:			
Company Address:			
Street:	City:	State:	Zip code:

Academic Department Recommendation To be completed by the **Internship Coordinator/Faculty Advisor**

Advisor's Name:	Department:
Telephone:	Email:
Student's Expected Program Completion Date:	
For this CPT, student is:	
<input type="checkbox"/> Satisfying a mandatory degree requirement-Practicum (course number required)	
<input type="checkbox"/> Receiving course credit (course number required)	
Requested Start Date: (no earlier than the first day of semester)	Requested End Date: (no later than the last day of semester)
<i>By signing below, I confirm that this work experience is related to the student's academic program.</i>	
Comments:	
Advisor's Signature:	Date:

Authorization will NOT be granted for work that has started before submitting this form.
Your new I-20 will be ready in **5-7 business days**

Curricular Practical Training

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. To obtain CPT, a student must:

1. Be in valid F-1 immigration status for **at least one academic year (9 month)** and currently maintaining F-1 student status. ESL classes don't count toward the one academic year requirement! (Except students who must work as a requirement for their degree-Practicum).
2. Secure a job offer **related to the student's field of study**
3. Get approval from department's Internship Coordinator/Faculty Advisor
4. Enroll in the appropriate course in order to receive credit for CPT
5. Get CPT I-20 authorization BEFORE beginning employment; authorization cannot be post-dated
6. Be registered for classes at Webster University

Advisors at Webster University International Services office grant permission for CPT after establishing the student's eligibility and reviewing the application materials (see reverse for application procedures).

The authorization is granted by issuing a new I-20 for the student with the employer's information notated on page 2 of the document.

After the application for CPT is submitted (**3 documents are required**=1. CPT Request form completed and signed by the student and Academic department, 2. Enrollment Confirmation, 3. Letter from the Employer), the new I-20 is issued within 5-7 business days.

The CPT I-20 should be shown to the employer as evidence of work authorization (page 2 of I-20). Students who need to apply for Social Security Number will use the CPT I-20 as evidence of work authorization to the Social Security Administration.

There is no limit to the amount of CPT a student is eligible for. However, if 12 months or more of *full-time* CPT is used, a student forfeits their Optional Practical Training eligibility. Accrual of part-time CPT does not affect eligibility for OPT.

CPT is not available after a student completes a degree program.

Types of Curricular Practical Training

1) Degree Requirement/Practicum

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 obtain the degree). Authorization can be for full-time or part-time employment, depending on the academic department's requirement. Letter from the Employer for this type of CPT is not required.

2) Course Credit

CPT may be authorized for students who enroll in a course that *requires* employment to earn a grade, or a course where students design their own research project based on the employment.

Enrollment in the course must be concurrent with the employment. Authorization will be granted on a semester-only basis. However, if a student wishes to work for a period longer than the last day of the semester, s/he must enroll in the next available semester before authorization can be extended beyond the current term (see application procedures, on reverse).

Letter from the Employer (has to be printed on Employer's letterhead)

It should describe:

- Start Date and End Date of employment (Start Date can NOT be earlier than the first day of semester; End Date can NOT be later than the last day of semester)
- The number of hours the student will work weekly
- A description of job duties (has to be related student's field of study)
- The name and contact of the supervisor (email & phone number)
- The name and address of the employer