

**APPLICATION FOR CURRICULAR PRACTICAL TRAINING AUTHORIZATION**

**I. STUDENT INFORMATION (To be completed by student.)**

Curricular Practical Training (CPT) enables F-1 students to engage in employment as “an integral part of an established curriculum\*”, including: “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.”

\*“Integral part of an established curriculum” means a training opportunity must be required by the curriculum or, if not required, the student must receive credit for the training.

Name: \_\_\_\_\_ RUID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major/Area of Study as listed on I-20: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
(MM/YYYY)

\*Requested CPT Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

Full Time (>20hrs/week)

Part Time (<20 hours/week)

Number of credits you will earn with this CPT: \_\_\_\_\_

Number of credits enrolled in for current semester: \_\_\_\_\_

*\*Your requested start and end dates must be within the semester/session start and end dates. Please see the university Academic Calendar for dates.*

**I understand that F-1 regulations prohibit students from beginning work prior to SEVIS Authorization. My CPT authorization must begin and complete within the semester (or session) start and end dates. I understand I must stop working when this CPT authorization ends and must apply to renew my CPT before I continue my training after the end-date. Working without authorization is a serious violation of my F1 visa status and may result in the loss of my status and immediate deportation from the U.S.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YYYY)

**II. ACADEMIC INFORMATION (To be completed by academic dean or graduate director.)**

According to immigration regulation 8 CFR214.2 (f) (10), an international student on an F-1 visa may be authorized to participate in a practical training program (employment) to obtain practical experience in his or her field of study. Curricular Practical Training (CPT), must be an integral part of an established curriculum. As such, CPT is work experience which is required to complete one’s degree program or must offer credit that will count towards a student’s degree requirements. This may include internships, research or independent study.

**Note:** Students often have great opportunities for employment related to their field of study that are not specifically tied to an integral part of the curriculum. These experiences that are related to, but not part of the curriculum, are possible when an F-1 student engages in Optional Practical Training (OPT) rather than CPT. If you have questions regarding an employment opportunity please contact the OIS.

1. **Approved Dates of Training Program\*:** from: \_\_\_\_\_ to \_\_\_\_\_  
 (MM/DD/YYYY) (MM/DD/YYYY)

*\*Approved training dates must be within the semester start and end dates. CPT authorized over the winter or summer sessions must follow the session schedule.*

2. **In order to comply with federal regulations governing institutions that host students in F-1 status, confirm the following:**

- The training satisfies an internship or practicum which is clearly detailed in the catalogue.
- The training is necessary for the student to complete a project for which he or she will receive academic credit that counts towards the student’s degree requirements.

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Describe the practical training program the student will undertake and how it will be evaluated.

\_\_\_\_\_  
 \_\_\_\_\_

**OR**

**The training will yield crucial data necessary to complete the master’s/PhD student’s thesis or dissertation.**

Masters’s/PhD Students who have completed all course requirements may only receive CPT authorization if the training is required for the student to collect data for the thesis or dissertation. Students in this situation typically receive one to two semesters of CPT authorization maximum.

The student has completed all required coursework as of \_\_\_\_\_ and is expected to  
 (MM/DD/YYYY)

earn his/her degree on \_\_\_\_\_.  
 (MM/DD/YYYY)

**Name, title, email address and extension of the Rutgers-Camden dean, academic advisor or graduate director**

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Email)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Extension)