

Curricular Practical Training (CPT) Application - *For F-1 International Students Only*

Student to complete this section and submit with materials, to Academic Advisor / DSO:

Degree Level: __ Assoc. __ Bachelor __ Masters Academic Major: _____

Signed Offer Letter* on company letterhead **OR** CoHP Practicum Placement Notification*
OR DU Employer Internship Decision Form (for credit-bearing internships only)

AND Copy of position description

**Note: Letter or Notification must include Organization name, address, student's position title, number of hours per week, and dates of experience.*

I request approval for curricular practical training (CPT) employment related to my program and agree to the following requirements:

- Work only at approved site/position during approved dates
- Maintain full-time enrollment status
- Complete course requirements during experience (for credit-bearing internships/practicums only)
- Notify International Office of any changes in approved CPT

Student Name: _____ ID Number: _____

Student Signature: _____ Date: _____

Academic Advisor / DSO sends to the Department Chair (DC) of the student's academic program to complete this section and returns to Academic Advisor:

- The position is integral to the student's academic program and is approved for CPT**
 Yes
- The position needs to be revised to be relevant to the student's academic program and returned to the DC for review and approval
 Revise position description and return to DC

DC Name: _____ DC Signature: _____ Initial Review Date: _____

DC Final Approval Signature: _____ Approval Date: _____

** See reverse side for Department Chair guidelines for approving CPT

DSO / PDSO to Confirm:

- Student has completed one full academic year in F1 status
- Student is enrolled full-time in course of study
- Student is wait listed in credit-bearing Internship or Practicum course (if applicable)
- Signed Offer Letter, CoHP Practicum Placement Notification, or Employer Decision Form (attached)
- PDSO approval _____
- Issue I-20 with CPT authorization
- Sent signed copy to Internship or Practicum Manager (if applicable)

Name: _____ Signature: _____ Date: _____

Department Chair Guidelines for Approving Curricular Practical Training

What is Curricular Practical Training (CPT)?

Curricular Practical Training is an off-campus experience option available to international students on F-1 visa status. According to immigration regulations, the experience may be a paid OR unpaid internship, cooperative education job, a practicum, or any other experience that is an integral part of an established curriculum, or for which academic credit is awarded.

What are the CPT eligibility criteria?

1. Completed one academic year enrolled full-time at the campus identified on I-20 (excluding ESL)
2. Experience must be an integral part of the degree program or part of a specific course
3. Have a signed offer for work experience that meets requirements and is approved by the Department Chair AND the university's Designated School Official (DSO)
4. Enrolled full-time during the semester that CPT is being considered (except summer or final semester)

What are the Approval Guidelines for DCs to Determine That the Experience is Relevant to the Student's Academic Program?

DCs should apply the following guidelines in CPT approval. Potential CPT positions should allow students to:

- Apply the concepts and methods of one or more academic disciplines to an appropriate experience or field setting
- Grow intellectually by extension of academic program and Excellence System outcomes to the workplace
- Meet the goals and expectations of both the student and the site
- Involve industry-specific learning activities

All proposed CPT positions MUST:

- Provide at least 70% of position description responsibilities consistent with professional or pre-professional work assignments related to students' academic program and/or career goals
- Not include more than 30% of the responsibilities related to clerical, routine maintenance, or service responsibilities

Why Do Department Chairs Have to Approve CPT?

DCs are one part of the CPT approval process. However, as DCs are experts in the content of DU's academic programs, they are best positioned to review the relevance of the proposed CPT experience to the learning outcomes of the student's academic program.