

## Application or Curricular Practical Training

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

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

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

### Description of the Training Program

Job Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

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Employer (company) Name: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

Address of place of employment:

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Number of hours per week: \_\_\_\_\_

Dates of Internship: From \_\_\_\_\_ To \_\_\_\_\_

### Multicultural Student Services

**Please read and check each box:**

- I certify that I am a student in F-1 status at the College of Saint Benedict/Saint John's University and that I am applying for CPT for the program listed above.
  
- I understand that my CPT participation must fulfill a specific academic objective.
  
- I understand that I may not work in excess of 20 hours per week, while school is in session (on- campus and off-campus combined).
  
- I understand that full-time CPT (more than 20 hours per week) is usually authorized for summer break only.
  
- I understand that my CPT authorization is limited to the employment as outlined in this application.
  
- I understand that I must update my DSO of any employment interruptions, while on authorized CPT.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Multicultural Student Services**

**To Be Completed by Academic Advisor or Program Faculty**

Curricular Practical Training (CPT) is temporary employment authorization for International Students on F-1 Student Visas in the United States while enrolled in a college-level degree program.

- CPT permission is granted through the International Student Services Office, based on regulations established by the United States Citizenship and Immigration Services. The following are key points about CPT.
- CPT provides work authorization for employment that is an “integral” part of a student’s curriculum which must be related to his/her major, a specific program such as the EScholars Program, or the CSB|SJU Core Curriculum experiential learning requirement.
- CPT is for the purpose of participating in legitimate internships or experiential learning in a student’s area of study.
- To be eligible for CPT, a student must have completed one full academic year of full- time study.
- Students may engage in CPT only for the specific employer, location and period approved and recorded by the International Student Services Office.
- Students can be approved for part-time (20 hours or less) or full-time (20 plus hours per week). CPT must not delay the student’s completion of studies.
- Before CPT will be approved, a student must have an offer of employment from the organization.

Please provide the information requested below, which will assist us in determining whether this student is eligible for Curricular Practical Training authorization as provided by U.S. immigration law.

Student’s Name: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

Course number and title the experience is fulfilling:

\_\_\_\_\_

Number of credits earned through experience: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_

**Multicultural Student Services**

*Inspired Learning. Inspiring Lives.*

**To be Completed by Office of Experience and Professional Development (XPD)  
Internship Program or E-Scholar Program**

- This student has completed all the requirements the Internship office needs to approve an internship. I recommend this student for CPT.
- Student will be earning at least one credit.
- Employment is an integral part of the student's curriculum and is related to his/her major.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Multicultural Student Services**