

CPT STUDENT REQUEST AND ACADEMIC ADVISER VERIFICATION

STUDENT REQUEST

Student should complete this portion.

1. Student's Name: _____
Family name First name Middle
2. D&E ID # _____ 3. SEVIS ID # _____
4. Email _____ 5. Phone _____
6. Academic Major on I-20 _____ Degree Level on I-20 _____
7. I-20 expiration date _____ Passport expiration date _____ Visa expiration date _____
Month/Day/Year Month/Day/Year Month/Day Year
8. For my CPT, I will work _____ hours per week between _____ and _____
9. During the above period, I will work (Off On) campus.
Please check one
10. Check one of the following:
 - a. The proposed internship/practicum is required in my degree program. Yes No
(Information providing evidence of the employment for your degree program must be attached.)
 - b. I will receive course credit for the internship Yes No
(A complete Course Description form must be attached.)
 Course title & number _____
 - c. I will participate in a co-op program. Yes No
(Co-ops are formalized partnership programs established between departments and companies.)
 Information providing evidence of the co-op approval from your college or department must be attached.
11. I have have not completed all course requirements for my degree. If you have not, when do you expect to complete the course requirements? _____
12. Describe proposed employment _____

13. Employer name (please print) _____
(Name of Company/Institution that will Issue Salary Payment)
14. Employer address: _____
Street Address Apt./Suite #

City State Zip Code

I certify that the above information is correct. I understand that it is my responsibility to register for the required internship or elective course to satisfy the immigration service's (USCIS) curricular practical training regulation. I am aware that when I have satisfied all requirements for my degree I am no longer eligible to pursue curricular practical training. I understand that if I am requesting part-time curricular practical training authorization, my total work hours (including any on-campus employment) cannot exceed 20 hours/week. I also understand that if granted part-time practical training authorization, I am required to maintain a full-course of study. If I am requesting full-time employment authorization during the academic year, I attest to the following: 1) that I will continue to work full-time on my research/thesis and 2) that the full-time employment will not impede the progress of my academic program.

 Signature

 Date

Note: Your academic adviser will need to review the information on this form before he or she can complete the Academic Adviser Verification.

Read by:

ACADEMIC ADVISER VERIFICATION

Academic adviser should complete this portion.

To the Academic Adviser:

Please review the Student Request for curricular practical training completed by the student. Curricular Practical Training (CPT) is work authorization for employment that is an integral or important part of the student’s curriculum and related to his/her major field of study as noted on the student’s I-20 (see item 6 on the Student Request form). If a student has satisfied the requirements for his/her degree program, including submission of Plan B, thesis, etc., s/he is NOT eligible to pursue curricular practical training. Students in Plan C programs can only work full time CPT during vacation periods before completion of coursework. They are expected to complete their courses during the term for which they are registered, including Plan C Projects.

CPT can be authorized on one of the following conditions:

- if it is required by the degree program
- if it is an elective internship and the student is enrolled for a course requiring the employment
- if it is an approved D&E co-op program

Pursuit of CPT should not delay the student’s completion of studies. Your verification of the information the student has provided on the Student Request form is needed to insure that Davis and Elkins College is in compliance with immigration regulations.

I agree with the information. I disagree with the information (Please state why in the comment space below.)

Academic Adviser signature _____ Date _____

Name (please print) _____ Phone _____

Department _____

Comments: _____

FOR ISSS USE ONLY

Curricular Practical Training for _____ hours/week from _____ to _____

Curricular Practical Training for _____ hours/week from _____ to _____

Curricular Practical Training for _____ hours/week from _____ to _____

- | | |
|---|---|
| <input type="checkbox"/> Financial Info | <input type="checkbox"/> Registered for CPT course (no thesis cr. or FTE) |
| <input type="checkbox"/> Program Plan | <input type="checkbox"/> Previously authorized for full-time CPT |
| <input type="checkbox"/> Holds | Number of months _____ |
| <input type="checkbox"/> Completed one full academic year | <input type="checkbox"/> Program extension granted for this degree |
| <input type="checkbox"/> Give I-20 due date slip to student | |

Date submitted to ISSS _____

International student adviser initials _____

Adviser Comments:

DAVIS & ELKINS COLLEGE

COURSE DESCRIPTION
(FOR F-1 CURRICULAR PRACTICAL TRAINING)

To: Course Instructor:

Curricular practical training is a form of F-1 student work authorization issued by International Student & Scholar Services (ISSS) under the Federal regulation 8 CFR 214.2 (F) (10) (i). The authorization allows a student to work in a job directly related to his/her field of study as noted on student's I-20. Employment that is not required by the degree program is considered elective, and U.S. federal regulations state that a student must receive course credit to participate in elective employment. Consequently, the student must enroll for a course that required his/her participation in the specified employment. The course can be Directed Study or Independent Study or a course already in the established curriculum that requires employment. Thesis credits or FTE courses cannot be used for curricular practical training. Please review the I-20 information on the Student Request Form to insure that the employment is related to the degree and major noted on the student's I-20.

To insure that the course complies with the requirements of the visa regulation, please complete the information below. Course instructors may add additional requirements to the course as they deem necessary. Employment authorization cannot exceed one year and the student will be expected to get an Incomplete for the course until the employment/course requirement has been completed. Please contact an adviser at ISSS with questions regarding course requirements for curricular practical training at (304) 637-1211 or (304) 637-1328.

IMPORTANT: The CPT application will not be processed without evidence of enrollment for course credit at the time the application is submitted.

I am verifying that _____ will be employed
as a _____ at _____.

She/He will receive _____ of credits during _____ semester
of course _____.

Employment from _____ to _____
for _____ hours per week is a requirements for this course.

Please provide a brief description of the course, including all requirements.

Signature of Course Instructor _____ Date _____

Name (please print) _____ Phone _____

Department _____ Email _____

INTERNATIONAL STUDENTS & SCHOLAR SERVICES

100 Campus Drive
Elkins, WV 26241
Phone: (304) 637-1211
Fax: (304) 637-1371