

Request for Curricular Practical Training (CPT)

Students with F-1 visa status may be eligible to participate in Curricular Practical Training (CPT) which “is defined as alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.” Southern Arkansas University defines Curricular Practical Training as a course that is listed in the course catalog with an assigned course number, has an established grading or evaluation component and is offered at a cooperating employer.

Eligibility Requirements:

- Must currently be valid F-1 status.
- Must have been lawfully enrolled on a full-time basis for one full academic year.
- The student will continue to be enrolled for full course of study during the CPT in fall and spring semesters.
- Employment must be related to the student’s major field of study and must also be a required part of the academic program. Work which is not required by the degree program may meet the requirements for curricular practical training if the student receives academic credit for the employment experience.

Regulations governing CPT:

- CPT is authorized one semester at a time.
- Students must be registered in a CPT course for each semester.
- CPT must be authorized on the I-20 prior to the start date of employment. To work without authorization is illegal.
- CPT may be for 20 hours per week (part time) or for more than 20 hours per week (full time). During the Fall and Spring semesters, students can only work 20 hours.
- Students cannot change employers while on CPT unless you apply for another CPT I-20.

Bring the following to your advising appointment:

- ✓ CPT Application form, completed by you and your advisor
- ✓ Current I-20
- ✓ Unofficial transcript
- ✓ Training offer letter printed on official business letterhead from your employer that includes the following information:
 - Job title and brief job description
 - Exact dates of employment
 - Number of hours of work per week
 - Physical place of employment (Street address, no PO Boxes)

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To be completed by the student:

Your name (Last/Family, First): _____ SAUT ID: _____

Degree level: _____ Major: _____

Employer/Company Name: _____

Employer/Company address: _____
(Mailing address, no PO Boxes)

Student's Job Title: _____

Dates of employment: _____ to _____

Number of hours per week: _____ (20 hours or less is part time and over 20 hours is full time)

I have read and understand the information supplied by my DSO, advisor, and employer.

Student signature: _____ Date: _____

To be completed by Academic Advisor:

CPT is authorization to participate in temporary training that is an integral part of an established curriculum and directly related to the student's major area of study. It is not meant to facilitate the creation of special employment opportunities for F1 students.

SAU Tech course number: _____ SAU Tech course name: _____

Number of credits: _____ Academic term (Fall/Spring/Summer) 20_____

SAU Tech class instructor: _____

I certify that the training plan for this student is with an employer to fulfill the requirements for the indicated course. The student meets all the requirements to take this course as stated in the course catalog and in the guidelines set out by the college.

Academic Advisor Name: _____ Phone: 870-574-_____

Signature: _____ Date: _____

Official Use Only

Approved on: _____