

3. Students must be registered for the corresponding course before CPT authorization can be given.

Application Procedure:

- 1) Find a job related to your major.
- 2) Meet with your Course Instructor/Academic Advisor to determine which CPT option is available for your program of study.
- 3) Register for the corresponding course.
- 4) Make an appointment with your International Student Advisor by calling 434-592-4118 and bring the following:
 - a. Form I-20
 - b. Completed Form "Curricular Practical Training Application"
 - c. Change of personal address form, if you are moving out of the Lynchburg area
 - d. Official letter of offer from the employer on the employer's official letterhead with original signature. The Official letter of offer must indicate the following:
 - i. Employer's full name
 - ii. Address
 - iii. Phone Number
 - iv. Supervisor and contact information
 - v. Type of work the student will perform
 - vi. Number of hours the student will work per week
 - vii. Dates of Employment (please see the chart on the back side)
- 5) Upon reviewing the items above, your international student advisor will prepare a new SEVIS I-20 with the CPT endorsement on the employment page. This endorsement serves as your authorization to work for a pre-determined amount of time.

TO BE COMPLETED BY COURSE INSTRUCTOR/FACULTY ADVISOR (*NOT BY STUDENT*)

CPT is not meant to be a convenient employment opportunity nor is meant to be a device to save Optional Practical Training (OPT) months. CPT must have a valid purpose in the student's program of study.

Student's name: _____ Student ID #: _____

Major: _____ Degree: _____ Expected date of completion: _____

of credits the student has completed: _____ # of credits required for graduation: _____

IS THE STUDENT ELIGIBLE TO GRADUATE NOW?

- NO, EXPLAIN: _____
- YES (if yes, he/she is NOT eligible for CPT.)

The recommendation is based on the following (check only one):

The employment is a **mandatory requirement** to complete graduation requirements.
Course Number: _____, Criteria used for grade in course (i.e. exams, reports): _____.

The employment is an **integral part of the student's academic program of study** for which he or she will receive course credits. Course Number: _____, Criteria used for grade in course (i.e. exams, reports): _____.

- If the student is required to enroll for the above course during the semester stated above, failure to enroll/complete cancels the CPT authorization. If cancelled, he/she may not be eligible for further F-1 benefits.
- If CPT is for the student's last semester, he/she must have at least one remaining degree-required course to register.

Signature of Instructor/Advisor: _____ Date: _____

Printed Name: _____ Campus Phone # _____

TO BE COMPLETED BY STUDENT

Signature of Student: _____ Date: _____