



## **Curricular Practical Training (CPT)- Request Form**

An F-1 student who has been in status for at least one academic year and who is in good academic standing is eligible to work off-campus in a position which is an integral part of the student's curriculum. This is called Curricular Practical Training (CPT) and must be authorized in advance by ISE. Authorization for such employment may only be obtained by a student who will receive academic credit for the employment experience. The student must register for a course that carries academic credit, that is listed in the regular catalog of course offerings, and that has a faculty member assigned to teach the course. To be considered CPT, the work must be related to the major field of study and also be an integral or important part of your curriculum or degree program.

### **Eligibility**

- The student must have been in valid F-1 status for at least one academic year prior to the time of application.
- The student must be in valid F-1 status and good academic standing at the time of application.
- The student must have a minimum 3.0 GPA or approval of the appropriate dean.
- F-1 students must attend school full-time except during the vacation period or if they have been preauthorized by an immigration advisor for a reduced course load. CPT employment authorization is tied to the academic calendar and/or the internship requirements:

CPT authorization may begin no earlier than the day after the previous semester and must end no later than the last day of finals for the semester CPT is requested.

Part-time employment is 20 hours per week or less.

Full-time employment is 21 hours per week or more; this is only approved in certain situations.

Full-time CPT over 12 months will cancel the year of OPT available upon graduation.

All F-1 students are required to maintain accident and sickness insurance while working on CPT.

You must be authorized for CPT by an (P)DSO advisor before beginning any employment.



## Student Information

**Name:** \_\_\_\_\_

**Dalton State ID** \_\_\_\_\_

**DSC E-mail** \_\_\_\_\_ **@daltonstate.edu**

**Phone** \_\_\_\_\_

**Degree Program** \_\_\_\_\_

**Expected graduation date** \_\_\_\_\_

**Have you ever been authorized for full-time CPT?**

\_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

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



## Supervising Professor

I hereby certify that the student named above will be enrolled in a class supervised by me, and that the following information is correct:

Course number: \_\_\_\_\_

Course title: \_\_\_\_\_

Number of credit hours: \_\_\_\_\_

Maximum work hours per week: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Start and end dates of employment:

\_\_\_\_\_

Please explain how the employment is an integral part of the student's curriculum:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructor Name: \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Date: \_\_\_\_\_



Attach a letter from your employer, written on company letterhead and with an original signature that contains the following information:

- Student's Name
- Start and end dates of employment
- Job Title
- Work hours per week
- Company Name and Address
- Description of work to be performed

International Student Enrollment

Dalton State College

650 College Drive Dalton, GA 30720

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Fax: 706.272.2530