



CPT Form 1

Curricular practical training (CPT) employment which is an integral part of an established study and be an important part of the student's program of study.

CPT must have a valid purpose in the student's program of study. If the primary goal in the program is to gain work experience, it is not considered CPT and should not be recommended. Carefully review the requirements of the Department of Homeland Security. **from the employer.**

International students must obtain a visa and a passport that is valid for the duration of the CPT. The Department of Homeland Security may determine if this meets the requirements of the Department of Homeland Security. Please contact the International Affairs Office for more information. Email: ia@stfrancis.edu

Student Name _____ Major _____

Department Expiration Date: ____/____/____
day ____ year ____

Cell Phone Number: _____

Degree Level Bachelor Master

Will you be employed on campus during your CPT? Yes No

If yes, how many hours per week will you be working? _____

CPT Employment Information

Job Title _____

Month Day Year

Month Day Year

Name _____

Number of hours per week (Full-time/Part-time) _____

Address of employer (Street, City, State, Zip Code)

How is this internship program related to your academic program?

I understand that as long as I am in F-1 status I am responsible for notifying
international advisor whenever I am to be absent from campus for more than 10 days

Student Signature _____ Date _____
Month _____ Day _____ Year _____

Part II: To be completed by Academic Advisor

Approved Dates of Training Program: from _____ to _____

Course Title for this Training _____ Course Number _____

Number for Credits for the Employment _____ During which Semester _____

Instructor _____

Number of Credits Remaining to Graduate _____ Expected Graduation Date
Month _____ Day _____ Year _____

I certify that this internship is (please check ONE of the following)

- _____ required for report, thesis, or dissertation
- _____ an internal part of established curriculum (i.e., earning credit toward the degree program)

international advisor

Important:

1. If all degree requirements are not met, the student is not eligible for CPT.
2. Pursuit of CPT should not delay the student's completion of studies. CPT is not meant to be a convenient employment opportunity or a means to delay the completion of studies. CPT must have a valid purpose in the student's educational program.
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Printed name of Academic Advisor

Date: ____/____/____
month day year

Phone number extension: _____