



Curricular Practical Training (CPT) Application

1. Get a recommendation signature from your academic program at the bottom of this form.
2. Submit the CPT Application to the Designated School Official (DSO).
3. Pick up your new I-20 within two business days after submitting your application.
4. Ensure that you have been enrolled in course CPT, 500.

Student Information

Last Name:	First Name:
SEVIS ID Number:	
Academic Program:	Specialization:
Telephone Number:	Email:

Employment Information:

Job Title:	<input type="checkbox"/> Part-Time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date:	Requested End Date:
Company Name: Company Address: City : State : Zip Code:	

Academic Department Recommendation: To be completed by the student's faculty advisor

Advisor's Name:	Department:
Student's Expected Graduation Date:	
<input type="checkbox"/> CPT is not a degree requirement, and the student will enroll in course CPT, 500 Curricular Practical Training	
<i>By signing below, I confirm that I have reviewed the job offer letter and this work experience is directly related to the student's academic program.</i>	
Optional Comments:	
Advisor's Signature:	Date:

Curricular Practical Training Guidelines:

CPT is a type of off campus work permission for F-1 international students who want to gain experience in their fields of study. To obtain CPT, a student must:

- Be in valid F-1 immigration status for at least two semesters
- Secure a job offer related to the student's field of study.
- Get CPT authorization before beginning employment.
- Be enrolled at DMGS.
- The school DSO will grant permission for CPT after establishing the student's eligibility and reviewing the application. After the CPT application is submitted to the DSO, the new I-20 is issued within 2 business days. The new I-20 will reflect the employer's information and authorization dates. The I-20 should be shown to the employer as evidence of work authorization.

There is no limit to the amount of CPT a student is eligible for. CPT is not available after a student completes a degree program.

CPT By Semester

Fall and Spring Semester: During the fall and spring semesters, CPT start dates can be no earlier than the first day of the semester's instruction and no later than the last day of finals.

Winter- Students who are working in the fall term and wish to extend through the winter break into the spring term or who wish to start their spring CPT early, should consult the school DSO.

Summer- Students can enroll in CPT 500 during the summer regardless of their internship dates. Authorization can be granted from the day after the spring semester officially ends up to the last day of summer (day before fall classes begin).

Please note: Authorization will **NOT** be granted for work that has started before submitting this form.