



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

SECTION A: To be completed by STUDENT

LAST (FAMILY) NAME		FIRST NAME	UU ID#
Program Start and End Date (MM/DD/YY) From: _____ To: _____		SEVIS ID N00 _____	
Employer Name		Employer Contact Person	
Employer Address		Contact's Email Address	
Dates of Training: FROM _____ (MM/DD/YY)		TO _____ (MM/DD/YY)	
<p>*Limited to ONE TERM PER AUTHORIZATION UNLESS REQUIRED BY PROGRAM</p> <p><input type="checkbox"/> Part-time (20 hrs or less/week) OR <input type="checkbox"/> Full-time (more than 20 hrs/week)</p> <p>NOTE: Full-time enrollment is still required unless CPT is during summer or reported vacation term.</p>			
<p>Are you currently working (on-campus or off-campus, including graduate assistantships)?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, how many hours per week: On-campus: _____ Off campus: _____</p> <p>How many hours per week total (both on and off-campus) will you work in the term requested? _____</p>			

SECTION B: To be completed by ACADEMIC ADVISOR

According to the federal regulations, "An F-1 student may be authorized...to participate in a curricular practical training program which is an **integral part of an established curriculum**". {8 CFR 214.2(f)(10)(I)} The training must have a strong connection to the student's academic program, so it must be required for the degree, required to earn internship credit, or required for the student's thesis or dissertation. Training that is related to the major and a good opportunity does not necessarily meet the requirements of Curricular Practical Training. Contact an OIE advisor at (315) 792-3082 or internationaleled@utica.edu if you have questions.

This section must be completed in full by the Academic Advisor

Please check one:

- 1) This training is required for the student's degree. *(Note: This must be documented in an official university publication).*
- 2) This training is required to earn internship credit for which the student has registered (indicated details below):
 Course _____ Number of Credits _____ Term _____
- 3) The employment will provide research or training that is necessary for the student's thesis or dissertation.

Continue to page 2

