

Curricular Practical Training (CPT) Request

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum and is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. CPT employment must not only be directly related to the major field of study, but must also be an integral or important part of studies. CPT must have a valid purpose in the student's program of study.

To Be Completed By The Student:

Name: _____
Last First Middle

Address: _____

WIU ID #: _____ Phone number: _____

Level of Education: _____ Major: _____

Email Address: _____

CPT Starting Date (MM/DD/YYYY): _____ CPT Ending Date (MM/DD/YYYY): _____

The CPT starting date must be a date in the future. Since CPT is only available prior to completion of your academic requirements, the end date cannot be later than the date you are expected to complete academic requirements. In addition, CPT authorization can only be processed semester by semester.

I am requesting (check one): Part time CPT (20 hours or less per week) Full time CPT

The CPT/internship course I have registered for is: _____

Name of Employer: _____

Position: _____

Employer's Address: _____
Street City/State Zip Code

Description of Duties (If you need more space, please write on a separate sheet of paper):

Student's Signature: _____ Date: _____

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To Be Completed By The Academic Advisor:

Number of credits remaining to graduate: _____ Expected date of completion: _____

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

- The employment is a **mandatory requirement** to complete graduation requirements (the nine-months in full-time status rule may be waived for graduate students whose program requires employment before nine months has passed).
- The employment is an **integral part of the student's academic program of study** for which the student will receive course credits (Course Number & Semester: _____; 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, the student may not be eligible for further F-1 benefits.)

Explain how this CPT is an integral part of the established curriculum of the academic program, or how it meets an academic objective? (If you need more space, please write on a separate sheet of paper):

Name of Academic Advisor _____

Campus Phone Number: _____ Campus Address: _____

Signature of Academic Advisor: _____ Date: _____