

Curricular Practical Training (CPT) Request

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum and may be 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.

To Be Completed By The Student:

Last Name: _____ First Name: _____

Address: _____

WIU ID #: _____ Phone number: _____

Level of Education: _____ Major: _____

Email Address: _____

Will you be employed on campus during the CPT period? **No** **Yes**

Your CPT starting date must be a date in the future. CPT is only available during your studies; therefore, your CPT end date cannot be later than the date you are expected to complete your academic requirements.

CPT Start Date(MM/DD/YYYY): _____ CPT End Date(MM/DD/YYYY): _____

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

I am registered for the following CPT/internship course(s): _____

Name of Company: _____

Position: _____

Company'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/Typed Name: _____ Date: _____

Updated February 2023

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To Be Completed By The Graduate/Academic Advisor:

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

I recommend CPT based on the following:

The employment is an **integral part of the student's academic program of study** for which the student will receive the following number of credits _____ for the following course _____ during the _____ semester.

Name of Advisor _____

Department : _____

Advisor's Signature/Typed Name: _____ Date: _____