



OFFICE OF INTERNATIONAL STUDENT SERVICES

Curricular Practical Training (CPT) Request Form

Important Information: Curricular Practical Training (CPT) is authorization for F-1 international students for an off-campus internship or job, related to the student's major and an integral part of an established curriculum. Students may apply for CPT authorization after completing one academic year of study. A Knox College Designated School Official (DSO) may authorize full- or part-time CPT, provided the job/internship relates to the student's major and the student receives academic credit for the experience or uses the experience to fulfill the Experiential Learning requirement. Source: [8 CFR § 214.2(f)(10)(i)]

Directions: To request CPT authorization, please complete the form below and return to a Knox College DSO, with a copy of your employment / internship offer, along with your approval notice of Experiential/Active Learning. The Experiential/Active Learning application for this is found in "Handshake" under the "Experience" tab.

Student Information (SEVIS ID # can be found on your I-20):

Name: _____ SEVIS ID #: _____

Email: _____ Phone Number: _____

Date you began study with this SEVIS ID #: _____ Major(s): _____

Please list any previous CPT you have had. Leave blank if you have not previously been authorized for CPT.

Employer Name: _____

Dates of authorization: _____

Please check:

☐

Full time (21+ hours/week)

☐

Part-time (20 or fewer hours/week)

New CPT Employment Information:

Employer Name: _____

Employer Address: _____

Dates of Employment: _____

Seeking full or part time employment (check):

☐

Full time (21+ hours/week)

☐

Part-time (20 or fewer hours/week)

Describe how your internship/job relates to your major:

Student Signature

Date