



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 job or internship offer letter. If you will use your job/internship for your Experiential Learning requirement, please submit a copy of Part A of your Experiential Learning form to the DSO with this form, and submit a copy of Part B after your job/internship. Please note that you must receive CPT authorization prior to beginning an off-campus job or internship.

To be completed by student:

Name **SEVIS Number (found on your I-20)**

Date you began study with this SEVIS Number **Majors**

Email Address **Phone number**

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

Employer name:
Please check: Full-time (21+ hours/week) or part-time (20 or fewer hours/week)
Dates of authorization:

Employer Name

Employer Address

Dates of Employment **Seeking full or part-time employment (check):**
 Full-time employment (21+ hours/week)
 Part-time employment (20 or fewer hours/week)

Describe how your internship/job relates to your major:

Student Signature **Date**