Application and Authorization Procedures for CPT

To apply for curricular practical training, you must bring the following items to OISS:

<table>
<thead>
<tr>
<th>Required Employment</th>
<th>Optional Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. letter from organization indicating the job/internship title; dates of employment/internship; # of hours work per week; place of employment; brief description of work/internship duties</td>
<td>1. letter from employer/organization indicating the a. job/internship title b. dates of employment c. # of hours per week d. place of employment e. brief description of work/internship duties</td>
</tr>
<tr>
<td>b. *letter from the Department Head indicating that the employment/internship is required of all students in this major to complete the program. Letter should include the # of hours of work per week</td>
<td>2. completed OISS adviser form 3. OISS CPT Form 4. Proof of enrollment in course that is connected to opportunity</td>
</tr>
<tr>
<td>c. OISS CPT Form</td>
<td></td>
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</tbody>
</table>

Curricular practical training is not meant to be a convenient employment opportunity. If all eligibility requirements are met, an international student advisor will authorize CPT on an update I-20 form. You must be careful not to start nor end outside of the authorized employment dates on the I-20.

Unauthorized employment is a violation of your F1 status. If you work off campus without authorized CPT paid/or unpaid your I-20 will be terminated. Failing to meet the requirements of work authorization such as course enrollment or failing to maintain full-time status is also a violation of the F1 visa.

While engaging in CPT, you are required to submit the most current address you are using. You can achieved this by visiting the following website and filling out the address update form: http://sites.laverne.edu/office-of-international-student-services/immigration-information-resources/current-student-change-of-address/.

*Or use advisor form
OISS CURRICULAR PRACTICAL TRAINING (CPT) FORM

Last Name: ___________________________   First Name: ______________________________

Student I.D. #_______________________       Phone Number: ___________________________

La Verne Email:_______________________ Personal Email: ____________________

SEVIS #: __________________________________________________________________________

Current Address: ___________________________________________________________________

Major: ___________________   Degree: ___________________________________

Expected program completion date: ___________________________________________________

Requested authorization full-time or part-time   (please circle one)?       FT       PT   (20 hours or less)

How or why is the employment curricular? (describe in one brief sentence or two how this is an integral part of your major curriculum):

Proposed dates of employment ________________________ to ______________________________

Student address during employment ______________________________________________________

Name of employer ______________________________________________________________________

Employer Address _____________________________________________________________________

I understand that I must notify OISS each time I move within 10 days by updating my address at the OISS website.

_________________________________________    _______________________
Student Signature                                                                                                     Date
Curricular practical training (CPT), employment which is an integral part of the established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. To be considered for F-1 CPT, the work must not only be related to the major field of study but must also be an integral or important part of studies. CPT is not meant to be a convenient employment opportunity. CPT must have a valid purpose in the student’s program of study.

There are two types of curricular practical training: (1) required part of the program-program requires employment in the field of study to graduate and (2) optional part of program-training opportunity which is credit-bearing and an important and integral part of the academic program. Very few programs at the University of La Verne require employment in the field of study to graduate, so the optional part of the curricular practical training, may serve the student’s needs.

TO BE COMPLETED BY ADVISER- NOT STUDENT!

---------------------------------------------------------------
Student name                                              Student ID
---------------------------------------------------------------
Major                                                   Number of credits remaining to Graduate
---------------------------------------------------------------
Course Designation (#)                                 Degree                           Criteria used to grade (i.e., exams, reports)
---------------------------------------------------------------
Name of employer                                         Position title of the student
---------------------------------------------------------------
Address of Employment
---------------------------------------------------------------
Number of hours per week                               Dates of Employment

Description of job duties:

How is this internship an integral part of the established curriculum of the academic program:

---------------------------------------------------------------
Signature of Advisor/Chair                                Printed name of Advisor/Chair
Date: ____________________________________________