



Curricular Practical Training (CPT) Request

CPT Requirements

- You must have been a full-time student, with a valid F-1 status for at least one academic year.
- The employment must be an integral or required part of your studies - Training that all students must complete to earn a degree meets this requirement.
- You must have a job *before* you apply for CPT. Authorization will be employer and date specific.
- You must be enrolled in the appropriate course in your degree plan that requires CPT.
- CPT authorization is required for both paid and unpaid employment. It is your permission to be in a workplace off-campus.

Section 1: Student Information

First and Middle Name:		Last Name:	
NCTC Student ID Number:	Date of Birth:	Email Address:	
Street Address:		City:	State: Zip Code:

Section 2: Student Signature

Signature:	Date:
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Section 3: Course Information *(to be completed by course instructor or department head)*

Academic Department:	Course Name & Number:	Credit Hours:
Work Hours/Week:	Course Dates:	Employment Dates:
Is this course required for the student's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the employment directly relate to the course requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Department Head/Instructor Name:		

Section 4: Department head/Instructor Signature

Signature:	Date:
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CPT Information for Employers

Curricular Practical Training (CPT) is a type of work authorization allowing F-1 students to participate in an internship or training required for all of the students obtaining that particular degree.

CPT authorization does not require employee sponsorship and can only be completed during a student's degree program.

The student may start employment only after receiving their CPT I-20 and may work only during the dates explicitly listed on page two of their I-20.

Section 5: Employer Information			
Company Name:			
Contact Name:		Contact Title:	
Contact or Company Phone Number:		Email Address:	
Street Address:		City:	State: Zip Code:
Student's Job Title:		Dates of Employment:	
Work Hours/Week:		Is this position paid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Job or Project:			

Section 6: Company Contact Signature	
Signature: _____	Date: _____