



1033 SPRINGFIELD AVENUE, CRANFORD, NEW JERSEY 07016

CRANFORD CAMPUS
(908) 709-7000

ELIZABETH CAMPUS
(908) 965-6000

PLAINFIELD CAMPUS
(908) 412-3599

SCOTCH PLAINS CAMPUS
(908) 709-7000

Request for Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is employment used to satisfy the requirements of a required or elective internship, practicum, or fieldwork course. In all cases, the employment must be an integral part of the established curriculum of your program. Note that if the course is required, it may be a credit or non-credit course, depending on your program's academic requirements and procedures. If the course is an elective, it must be taken for a minimum of 1 credit.

Curricular Practical Training can only be authorized part-time (up to 20/per week) while school is in session and full-time during regularly scheduled vacations. Exceptions may apply depending on the structure of your program. If you engage in one year or more of full-time Curricular Practical Training, you will not be eligible for Optional Practical Training. You may not begin your employment until the authorized date on the Form I-20. You must end the employment on the authorization end date indicated on the Form -20. Please note that we cannot authorize CPT retroactively.

ELIGIBILITY REQUIREMENTS:

In order to be eligible for CPT, you must:

- Have a job offer directly related to your academic program
- Have been lawfully enrolled full-time for one academic year
- Be in lawful F-1 status
- Making normal progress toward degree completion and be in good academic standing

APPLICATION PROCESS:

STEP 1: Attend an F-1 Employment Workshop

STEP 2: Obtain an offer of employment

STEP 3: Registered for Internship or Co-op

STEP 4: Submit the Request for Curricular Practical Training via international@ucc.edu

Once your application is received, it will be reviewed by the international student advisor within 7 business days. Your endorsed I-20 will then be emailed to you. You will then present your I-20 to your employer.

In order to submit your request successfully, you will need to:

- Complete and submit the Application for Curricular Practical Training
- Provide copy of offer of employment stating the name, address, and dates of employment for your proposed CPT employer. This information must be provided on employer's letterhead



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F-1 CURRICULAR PRACTICAL TRAINING REQUEST FORM

ID Number: _____ Major: _____ Program Start Date: _____ Program End Date: _____

Last Name First Name Middle Name

U.S Address:

House/Building Number Street City State Zip Code

Telephone Number: _____ Email Address: _____

Requested Employment Start Date: _____ Requested Employment End Date: _____

___ Part-Time (up to 20 hours/week) ___ Full-time (Over 20 hours/week)

Internship or Co-op course number: _____ Semester: ___ Spring ___ Summer ___ Fall

Employer: _____ Address: _____

Your Title: _____ Start date: _____

Name of Supervisor: _____ Phone Number: _____ Email: _____

Provide a brief description of your duties and responsibilities: _____

