



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

This form and all supporting documents must be submitted for each request, including extensions. Student should begin this process a minimum of 30 days prior to requested CPT start date. Student is responsible for securing all signatures and submitting all required documents to International Affairs (IA) for processing. Incomplete information or missing documents may delay processing. Forms may be submitted to International Affairs at ia@mst.edu or in 103 Norwood Hall. **A minimum of ten business days processing time is required after approval from COER is received. You may not begin employment until you have received CPT authorization on your I-20. ALL STUDENTS REQUESTING CPT ARE REQUIRED TO REVIEW AND UNDERSTAND CPT GUIDELINES AND INFORMATION POSTED ONLINE - international.mst.edu/international-student-services/employment-opportunities/**

Curricular Practical Training (CPT) is a pre-completion, off-campus employment authorization available to students in good F-1 status. CPT is defined by the U.S. Immigration and Customs Enforcement (ICE) as employment which is to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. This work experience must be an "integral part of an established curriculum" and the student must receive credit for the CPT.

STUDENT SECTION – TO BE COMPLETED BY STUDENT

Last name:	First name:
Student ID:	Major field of study:
Degree level:	

To request CPT, submit the following

- Employment offer letter meeting all requirements listed below:
 - Company name
 - Start and end dates of employment
 - Physical work address
 - Position title
 - Job description and position responsibilities
 - Designation of full-time or part-time and number of working hours per week
 - Wage/salary information (all co-ops/CPT must be paid)
 - How the practical training relates to your major field of study
- Completed form with signatures from student, academic department, and Graduate Studies (graduate students only)

Have you previously requested an extension to your program end date for your current program/level? **Yes** **No**

YOUR PROGRAM END DATE MAY NOT BE EXTENDED IF YOU HAVE BEEN APPROVED FOR CPT AT THE SAME ACADEMIC LEVEL. CPT CANNOT BE APPROVED AFTER RECEIVING AN EXTENSION TO YOUR PROGRAM END DATE. Please carefully consider your ability to complete all degree requirements before or by the end date listed on your I-20 before requesting CPT.

Do you currently have a graduate assistantship? **Yes** **No**

If you have an assistantship, please discuss with your academic advisor the impact of CPT on your assistantship including, but not limited to, how your graduate assistantship benefits such as stipend and tuition waivers may be affected.

Have you previously participated in CPT? **Yes** **No**

Full-time CPT is limited to less than one year (364 days or less) cumulative. Participation in full-time CPT for more than 364 days will make you ineligible for Optional Practical Training (OPT).

Select the type of CPT being requested: **Full-time (20+ hours/week)** **Part-time (20 or less hours/week)**

Part-time CPT requires full-time enrollment in courses that will satisfy your F-1 student requirements. No more than the equivalent of one online/distance education class or three credits of online/distance coursework per semester may count toward the full course of study requirement.

CPT authorization is granted for one semester at a time (fall, spring, summer). Intersession dates may be combined with fall, spring, or summer terms. Each authorization period requires a separate application, offer letter, & approval on the I-20.

The date requirements for CPT are based on the Registrar's Academic Dates and Deadlines Calendar and are as follows-

- Start date –
 - The CPT start date may be no earlier than the day after the end of final exams of the previous semester and no later than the last day to enroll for the semester when CPT is requested.
- End date –
 - The CPT end date may be no earlier than the end of the last week of classes (not including final exams) and no later than the day before the next semester begins.
 - If you are requesting CPT during your final semester, the end date of your CPT may be no later than your I-20 program end date. Your program end date may be adjusted based on the completion of your program-
 - Undergraduate and Master's non-thesis students the end date is the last day of final exams
 - Master's thesis and Doctoral students- you may select your end date from the last day of final exams of the semester/final day of course related to CPT, library submission date, or final date of assistantship
 - **Practical training/employment must end on or before the program completion date.**

Proposed dates of CPT:	Start date	End date
Will the semester you are requesting CPT be your final semester?	Yes	No

- Undergraduate and master's non-thesis students- Expected semester of graduation
- Master's thesis and Doctoral students – List estimated date of final thesis or dissertation submission:

CPT is available only while student is in F-1 status and before completion of the student's degree program.

Degree completion for undergraduate and non-thesis master's students is defined as having met the minimum course requirements for the degree. Thesis master's and doctorate students who have successfully defended their thesis/dissertation are no longer eligible to request CPT, but may be eligible to apply for OPT. You may not delay completion for the purpose of participating in CPT.

How many credit hours are required for your degree program?

How many credit hours will you have completed by your requested CPT start date?

If you have accumulated the minimum number of credit hours, but not met course/research requirements for your degree program, please list course(s) and/or requirements that have yet to be completed.

CPT is an academic experience and enrollment in a minimum of one or more credit hours related to the CPT is required during each semester of CPT (fall, spring, summer). The course must require an internship or co-op. The academic department/advisor may select the number of credit hours assigned to the course, with a minimum of one credit hour.

* Late registration fees apply after the close of the regular registration period. Contact the Registrar's Office or Cashier's Office for further information.

- Undergraduate students- You will be automatically enrolled in the 2002/3002 Cooperative Engineering Training/Cooperative Work Training course by COER/Registrar's Office after registering your CPT with COER.
- Graduate students- Please coordinate with your academic department/advisor to determine which course to enroll in. If enrolling in a special problems course, the advisor or course instructor may need to have a section opened under their name. You are responsible for completing the course enrollment. The course related to CPT must be included on your degree audit report as an incomplete requirement. Please contact your Graduate Studies Advisor to determine if any Form 1A/5A updates are needed.

You must be enrolled in the course before your request for CPT authorization will be processed.

Provide course information below-

Course name:	Course number:
Course instructor:	Have you enrolled in the course? Yes No

UNDERGRADUATE STUDENTS ONLY

Will this practical training be used to meet your degree requirement for an experiential learning experience? Yes No

THESIS/DISSERTATION STUDENTS ONLY

Is this practical training experience required for your research and/or thesis or dissertation? Yes No

If yes, explain how the practical training experience is required for your research, thesis, or dissertation.

ALL STUDENTS –

The following section will be used to determine if the CPT experience meets the requirement to be an integral part of your degree program. Explain in detail why this work experience is integral to your degree program and what academic contributions this practical training will provide. List specific course(s) and how the training is related to the course(s). Please be specific.

Note- Work experience/real life experience is not a sufficient reason to request CPT. CPT is not intended to be used for the purpose of employment, income, or financial support.

STUDENT ACKNOWLEDGEMENT AND SIGNATURE - Check to confirm compliance with each requirement and sign below.

I am currently in valid F-1 status and will maintain my F-1 status throughout my CPT term.

I have been lawfully enrolled on a full-time basis for at least one full academic year and am in good academic standing.

I have carefully read and understand the information provided in this document and online at international.mst.edu/international-student-services/employment-opportunities/

I agree that it is my responsibility to understand and follow all CPT program regulations and processes.

This practical training experience is an integral part of my academic degree program.

I will complete the course or degree requirement for which my CPT has been authorized during the semester of CPT.

I understand I should keep records of my CPT, CPT I-20s, and related academic work for my CPT as they may be need to file for future benefits.

If I lose my employment or consider changes to my employment, I will contact my international advisor and COER representative immediately to discuss my options.

I will work only during the dates, for the employer, and for the hours (full-time/part-time) listed in the employment section (page 2) of my I-20. Employment outside of this approval is considered a violation of my visa status.

Student's Electronic
Signature:

ACADEMIC APPROVAL

Curricular Practical Training (CPT) is a pre-completion, off-campus employment authorization available to students in valid F-1 status. This training experience must be an “integral part of an established curriculum”. At Missouri S&T, that integrality is defined by the training experience being either 1) a degree requirement for all students in the degree program OR 2) the student is enrolled in a course and receiving credit for the work-based learning experience that is an integral part of the student’s degree program. CPT MUST fulfill a specific academic objective. If the employment opportunity is solely sought because it is considered beneficial, relevant, or solely for professional/personal experience or financial gain, it does NOT qualify as CPT.

CPT may be full-time (20 hours or more per week) or part-time (20 hours or less per week). Part-time CPT requires full-time enrollment in courses that will satisfy F-1 student requirements.

For additional information about CPT, the Curricular Practical Training (CPT) Guidance is available online at international.mst.edu/international-student-services/employment-opportunities/

Last name:	First name:
Student ID:	Major field of study:
Degree level:	

SECTION TO BE COMPLETED BY ACADEMIC/PROGRAM/FACULTY ADVISOR OR DEPARTMENT CHAIR

CPT is available only while student is in F-1 status and before completion of the student’s degree program. Degree completion for undergraduate and non-thesis master’s students is defined as having met the minimum course requirements for the degree. Thesis master’s and doctorate students who have successfully defended their thesis/dissertation are no longer eligible to request CPT, but may be eligible to apply for OPT.

Has the student completed all requirements for the degree?	Yes	No	
Will participation in CPT delay normal progress toward degree completion?*	Yes	No	*Note - a student may not request an extension after being approved for CPT.
Is the student in good academic standing?	Yes	No / Academic probation/Academic deficiency	

After reviewing the student’s employment offer letter, describe how this CPT experience directly relates to this student’s current major area of study and why the CPT experience is integral to the student’s degree program. Please note, gaining work experience is not sufficient to show CPT is integral to the degree program.

- For undergraduate and non-thesis masters students, please describe how the work experience is directly related to specific course(s). Please include course number(s) and name(s) and show the connection.
- For thesis master’s and doctoral students, please describe how the work experience is directly related to specific course(s) and/or student’s research. For courses, please include course number(s) and name(s) and show the connection. For research, please show a connection between the work experience and student’s research.

SECTION TO BE COMPLETED BY COURSE INSTRUCTOR

Course instructor may or may not be the academic/program/faculty advisor

Students are required to earn at least one credit hour for each semester (fall, spring, summer) of their CPT experience. The student must be enrolled in the course before CPT authorization will be processed.

- Undergraduate students will be automatically enrolled in the 2002/3002 course by COER/Registrar’s Office after the student has registered the CPT experience with COER.
- Graduate students must enroll themselves, in coordination with their advisor, in special problems, cooperative engineering training/cooperative work training, research, investigations, or other course, which has work-experience requirements. Courses that do not require an internship or co-op are not eligible for CPT. The academic department may select the number of credit hours assigned to the course, with a minimum of at least one credit hour.

Course name:

Course number:

Course instructor:

Describe the academic objectives, outcomes, and requirements of the CPT course enrollment or the degree requirement. In this section, please explain how the student will be graded for the academic credit earned for the training. For example, will the student be required to submit report(s), make presentation(s), or submit other work in order to earn credit for the work experience?

If the student will not be located in Rolla and attending classes on campus during CPT, explain how you will provide academic oversight of the student’s practical training experience. For example, ways to show oversight might be scheduling meetings throughout the semester, the student submitting work experience summaries throughout the semester, and/or participating in group projects during the practical training period.

REQUIRED APPROVALS

I recommend this student for participation in Curricular Practical Training.

I certify the proposed internship/co-op is an optional but integral part of the established curriculum and directly related to the student’s major field of study.

I understand that once the student has met all degree requirements, the student is no longer eligible to participate in CPT but may be eligible to apply for OPT.

I understand that all documentation related to this student’s CPT must be made available to the United States Citizenship and Immigration Services (USCIS) upon their inquiry or in the case of an audit.

As the advisor and department chair, my signature below confirms that the student listed above is a currently enrolled Missouri S&T student making normal progress toward his/her degree and my agreement to the four statements above.

Academic/Program/
Faculty Advisor -
Electronic signature:

Department Chair -
Electronic Signature:

Course instructor - Electronic signature

Note: If course instructor is same as advisor, only one signature is required.

Plan of study has been reviewed by Graduate Studies
(required for graduate students only) - Electronic signature

INSTRUCTIONS

The CPT Request Form, CPT Guidance, and CPT Step-by-Step Guide are available online at <https://international.mst.edu/international-student-services/employment-opportunities/>

1. Familiarize yourself with CPT requirements and restrictions.
2. Find a qualifying curricular practical training opportunity and get an offer
3. Request an offer letter that meets the CPT requirements.
4. Complete the student and academic approval sections of the CPT Request Form including signature from Graduate Studies, if applicable.
5. Submit the CPT Request Form, offer letter, and other supporting documents to International Affairs.
6. Complete the co-op registration process in Handshake.
7. Enroll in the course required for your CPT.
8. Processing by International Affairs – This process requires getting approval from COER. Please allow a minimum of 5 business days for processing after IA receives approval from COER.
9. You may begin employment once your I-20 has been updated with CPT approval on page 2.
10. Maintain your F-1 status during CPT.