

Curricular Practical Training (CPT) Request Form

I. Student (Please Print)

Last (Family) Name:		First (Given) Name:	
Please Circle: Undergraduate or Graduate		Student ID:	
Academic Major:		Academic Minor:	
Date you expect to graduate from KU:			
Internship/Practicum Company Name:			
Number and Street:			
City, State, and Zip Code:			
Internship/Practicum Start Date:		Internship/Practicum End Date:	
Course in which you will be enrolled while completing internship/practicum:			
Semester in which you will be enrolled in internship/practicum course:			
Please indicate one of the following: ___ Full-time (20 or more hours per week) ___ Part-time (less than 20 hours per week)			

Please attach two letters to this form – one from your academic advisor and one from the internship/practicum site (see instructions on back of this form).

II. Office of International Programs (Office Use Only)

Date Received:	Date Processed:
Processed by:	
Additional Information:	

Submit this form to: Office of International Admissions • Boxwood House • Kutztown, PA 19530
E: international@kutztown.edu • F: 610.683.1356

Curricular Practical Training (CPT) Request Form

Curricular Practical Training (CPT) is a temporary internship or practicum for students to gain practical experience in their field of study.

Curricular Practical Training must meet one of the following requirements:

- 1) It is required by the major OR
- 2) It is for an internship course for which you will receive credit that counts toward your graduation requirements

If it does not meet one of these requirements, the training has to be authorized as pre-completion Optional Practical Training. Check with the International Student Advisor to see if the training/employment qualifies for CPT.

- CPT may be a paid or unpaid experience.
- CPT can be part-time (less than 20 hours per week) or full-time (20 or more hours per week), regardless of whether school is or is not in session.
- Undergraduate students must be lawfully enrolled in full-time studies in F-1 status for at least one academic year to become eligible for CPT.
- Graduate students can participate in CPT immediately if it is required by the academic program; otherwise, the full-time attendance requirement for one academic year applies.
- Twelve months or more of full-time CPT will disqualify you for Optional Practical Training (OPT). However, no amount of part-time CPT will count against the 12 month total for OPT.

Here is the procedure to apply for CPT:

The International Student Advisor grants permission to participate in CPT. Students must have an offer of employment prior to requesting CPT. Requests for CPT must be made at least 10 business days before the student plans to begin the internship or practicum. It is not possible to request retroactive CPT. Students will receive a new I-20 authorized for CPT when it is approved and must adhere to the employment authorization detailed on page 3 of the I-20.

1) Obtain a letter from your Academic Advisor. It should include the following information:

- Verification of full-time student status
- Anticipated program completion date
- Internship course number and title and number of credits
- A statement that, "The internship is an integral part of the student's curriculum." and a detailed description of how it is directly related to and meets the goals of the class
- Confirmation that the internship will count towards fulfilling degree requirements
- Start and End dates of the internship - month, date, and year

2) Obtain a letter from the employer on company letterhead with the following information:

- Student's job title
- Student's job responsibilities
- Start and End dates of the student's employment period - month, date, and year
- Number of hours per week the student will work
- Name and contact information for the student's direct supervisor

3) Meet with the International Student Advisor and bring the CPT Request Form with the letters from the academic advisor and the employer.