



CURRICULAR PRACTICAL TRAINING REQUEST FORM

All fields on this form are required. Processing is 5 business days. Do not begin any employment until CPT has been approved and authorized on page 2 of your I-20. Beginning or continuing employment without authorization is a violation of F-1 visa status.

1) Complete this form and obtain Academic Advisor's signature

- Undergraduate Students: Major Academic Advisor. - Graduate Students: Faculty Advisor

2) Enroll in the appropriate course in your major and print proof

3) Provide a Cooperation Agreement letter from your employer. Your employer must provide a letter on their letterhead with all the required information (See template letter on CPT web page).

4) Submit student letter acknowledging CPT responsibility (See template letter on CPT Web page)

5) Dissertation/Thesis students must provide Dissertation/Thesis advisor letter ((See template letter on CPT Web page)

6) Submit all required documents listed above (Not submitting all required items will delay your CPT Approval)

SECTION A: STUDENT INFORMATION

First and Last Name:

UCM Email Address:

SECTION B: CPT EMPLOYMENT INFORMATION

Employer Name: Job Title:

Employer Address:

☐ Part-Time (20 or less hours/week)

☐ Full-Time (more than 20 hours/week)

Fall and Spring CPT dates must start no earlier than first day of semester instruction and end no later than the last day of the semester. Employment is limited to part-time during Fall and Spring semesters. Exception: Graduate students who have advanced to candidacy are eligible for full-time employment during the semester as long employment is integral to completion of thesis/dissertation as approved by faculty advisor.

Requested Start Date: End Date:

Expected Degree Completion Semester & Year:

If graduate level, semester you advanced to candidacy:

SECTION C: ACADEMIC ADVISOR'S RECOMMENDATION

Both boxes must be marked to confirm the CPT is an integral part of the student's curriculum and degree

- ☐ This internship will fulfill a **degree requirement**
- ☐ The student will receive **credit** for the following course in their major:
(course # is required above - example EECS 295)

ACADEMIC ADVISOR'S SIGNATURE AND CERTIFICATION: Your signature confirms that you have reviewed and approve the Curricular Practical Training plan as described in this form, and that the work experience is directly related to the student's major, and is a required and integral part of the student's degree program. DSOs can only authorize CPT when the training is an integral part of an established curriculum and is directly related to the student's major area of study. CPT cannot be authorized solely for the purpose of employment or for experiences that are not required or otherwise formally recognized as part of the academic program. USDHS/SEVP requires attestation under **penalty of perjury** that the CPT is indeed a core and essential part of the student's studies, without which, they would be unable to complete their degree.

Advisor Name (print):

Advisor Signature:

Department:

Date:

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS REQUEST FORM

1) Completed request form with Academic Advisor's signature

- Undergraduate Students: Major Academic Advisor. - Graduate Students: Faculty Advisor

2) Proof of course registration/enrollment for the semester or summer term in which you are requesting CPT

3) Cooperation Agreement letter from your employer. Your employer must provide a letter on their letterhead with all the required information (See template letter on CPT web page).

4) Student letter acknowledging CPT responsibility (See template letter on CPT Web page)

5) Dissertation/Thesis students must provide Dissertation/Thesis advisor letter ((See template letter on CPT Web page)

6) Submit all required documents listed above (Not submitting all required items will delay CPT approval)

Office of International Affairs • University of California, Merced

5200 North Lake Road, Merced, CA 95343 • Phone: (209) 228-4722

Email: iss@ucmerced.edu • Website: iss.ucmerced.edu