

# Curricular Practical Training (CPT)

## APPLICATION FORM

There are two types of CPT available. Please check which type you will pursue.

### SECTION I

**FOR NON-CREDIT CURRICULAR PRACTICAL TRAINING (CPT)**

The Bureau of Citizenship and Immigration Services (BCIS), housed with the U.S. Department of Homeland Security (DHS), allows employment for **non-credit curricular practical training** involving internships or *practica* which are required for graduation **for all students** in a particular educational program (major). If proposed employment fits this description, **you must attach a photocopy of this graduation requirement from the university catalog (Bulletin of Duke University) or other department publication.** Note that the internship can not be an optional part of the curriculum. After providing the appropriate information, **please** have the advisor complete **Section III.**

### SECTION II

**FOR CREDIT CURRICULAR PRACTICAL TRAINING**

DHS allows employment for **credit-bearing training programs**, either required or elective, *only if* certain conditions are met. To satisfy these conditions, please do the following:

A. Attach photocopies of pages in the course catalog showing:

1. Course name
2. Number of credit given
3. Name of faculty member supervising the course
4. Description of the course

**NOTE:** An independent study course *cannot be used* to qualify for Curricular Practical Training. Such courses are intentionally designed to allow a student and faculty member to write whatever description they may wish. To qualify for CPT, the course listed in the department/program curriculum already must be designed specifically as an internship/training opportunity.

B. In the space below, the academic advisor should provide specific course objectives for the student applicant and describe the relationship of those objectives to the student's academic or research program and complete **Section III.**

### SECTION III

**ADVISOR CERTIFICATION:**

As the academic advisor for \_\_\_\_\_ I certify under penalty that the information provided on this form is true and accurate, that this Curricular Practical Training **is not** for the purpose of facilitation employment authorization. I recommend that Curricular Practical Training be approved, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Name of DUS/DGS: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Duke Visa Services Use Only**

Approved     Denied

Comments: