

Curricular Practical Training (CPT)

APPLICATION FORM

Name	Date of Birth
Level of Education	Date First Granted F-1 status
Student's Field of Study	Expected Graduation Date

List all periods of previously authorized employment for practical training:

Curricular Practical Training	Optional Practical Training

There are two types of CPT available. The student should check the one which will be pursued.

SECTION I FOR NON-CREDIT CURRICULAR PRACTICAL TRAINING (CPT)

The U.S. Citizenship and Immigration Services (USCIS), housed with the U.S. Department of Homeland Security (USDHS), 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 academic advisor complete **Section III.**

SECTION II FOR CREDIT CURRICULAR PRACTICAL TRAINING (CPT)

USDHS 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 credits 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 CPT. 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.

After Section II is completed, the academic advisor should complete Section III.

SECTION III

In the space below, the academic advisor should describe the proposed employment, provide specific course objectives for the student applicant, describe the relationship of those objectives to the student's academic or research program.

ACADEMIC ADVISOR/DUS/DGS CERTIFICATION: As the academic advisor for _____
I certify under penalty that the information provided on this form in Sections I, II and II are true and accurate, that this Curricular Practical Training **is not** solely for the purpose of facilitating general employment. I recommend that Curricular Practical Training be approved, beginning _____ and ending _____. The student will work _____ number of hours per week.

Name of Academic Advisor/DUS/DGS: _____ Signature: _____

Date: _____ Phone: _____ Campus Box: _____

STUDENT CERTIFICATION: By signing this statement, I affirm that I have maintained valid F-1 status throughout my program.

Signature _____ Date _____