



THERE'S ONLY ONE U.

F-1 Curricular Practical Training Request

Curricular Practical Training (CPT) is an internship/clinical/practicum/employment that is an integral part of an established curriculum. CPT is available during your program of study and must be authorized for a specific employer or organization. You will become eligible for CPT after completing a full academic year of study.

DIRECTIONS: Complete section A. Ask your Faculty Advisor to complete Section B. Drop off the following documents at the Division of Student Success reception desk. You will be notified via email when your request has been approved and your new form I-20 is ready. You may not begin working until you receive your updated I-20.

- Completed CPT request form
Proof of course registration or degree program requirement
Copy of most recent form I-94
Employment letter on organization letterhead including the position title, position responsibilities/duties, starting and ending dates of experience, number of hours per week and address for the internship/clinical/practicum/employment

SECTION A: TO BE COMPLETED BY STUDENT

Form section A containing fields for Family (Last) Name, Given (First) Name, Maryville ID number, Academic Level, Major(s), I-20 Program End Date, Part-time authorization dates requested, Full-time authorization dates requested, Name of Employer, Address of Employer, and Student Signature/Date.

SECTION B: TO BE COMPLETED BY THE ACADEMIC ADVISOR

Curricular Practical Training may only be authorized for training that forms "an integral part of an established curriculum." Please check one option below to indicate the curricular requirement fulfilled by this training.

- The student must complete an internship/ clinical/ practicum that is expected for all students in this academic program as indicated on this page of the school catalog or program handbook (insert URL):
The student has enrolled in a course that forms an integral part of his/her curriculum and for which the requested internship/ clinical/practicum fulfills a specific course requirement. The course # for Semester: CPT for the purpose of fulfilling a course requirement should begin no earlier than the first day of class and end no later than the last day of class for the course.

Faculty Advisor's Name Telephone:

Signature Date: