



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

To be completed by the student

Last Name: _____ **Given Name:** _____
(as appears on passport) (as appears on passport)

DU ID#: _____ **SEVIS ID#:** _____

Major: _____ **Country of Citizenship:** _____

Degree Objective: Bachelor's Master's Doctorate **DU Email:** _____

CPT APPLICATION CHECKLIST (submit via email to careers@dom.edu) **All documents listed below must be completed prior to scheduling a meeting with Career Development.**

Degree Start Term: _____ **Anticipated Degree End Term:** _____

- I have an internship/employment offer letter on company letterhead that includes start date, end date, number of hours per week, and signature from the employer.
- I have an internship/employment offer letter that includes a description of job duties demonstrating direct connection to my major and degree level.
- I will enroll and will remain enrolled in an internship course during the term the CPT work authorization will occur. My CPT internship course number is _____.
- I understand that I cannot begin my internship until the start date on the CPT I-20 and cannot work past the end date on the CPT I-20.
- I have completed this form, the explanation below, and signed the certification (pages 1 and 2 of this form).

F-1 visa regulations require that a practical training opportunity be directly related to the student's major area of study. Explain in 3-5 sentences how your employment/internship, as described in your employment/internship offer letter, is directly related to your major field of study:

CERTIFICATION: I have read and understand the eligibility requirements and work restrictions of CPT. I certify that my practical training opportunity is directly related to my major field of study and have provided an accurate description of how my employment/internship is directly related to my major field of study. I will notify an F-1 Counselor at Dominican University immediately regarding any changes or deviations from the offer letter or explanation provided above regarding my CPT opportunity. **I understand that if I drop or do not complete the internship course required for CPT authorization during this term, my CPT authorization will be revoked. I understand that if I continue to work after dropping or completing the internship, I will be in violation of my F-1 status.**

Signature: _____ Date: _____



To be completed by the International Student Advisor

The student consulted with a DSO and understands the rules and regulations governing CPT

Signature of DSO: _____ Date: _____

To be completed by the Office of Career Development

CPT EMPLOYMENT INFORMATION (If summer CPT, summer fees must be paid)

CPT Term: Fall Spring Summer I Summer II Summer III

Start Date: _____ **End Date:** _____

Hours per Week: Part-Time CPT (20 hours or less per week) Full-Time CPT (more than 20 hours per week)

Company Name: _____

Company Address: Street Address _____
City _____ State _____ Zip Code _____

DU Faculty Supervisor: _____

Enrolled in: _____ credit hours

Paid, hourly rate _____ Unpaid

Signature of Career Development staff member: _____

Date: _____

SOCIAL SECURITY NUMBER

A Social Security Number (SSN) is required to receive wages and to file taxes.

If your CPT has been approved by Dominican University and you do not have a SSN, please contact the International Student Advising Office. Students who already have an SSN do not need to apply for a new SSN.

The earliest you can apply for a Social Security Number is 30 days before your CPT internship/employment start date. For more information about applying for an SSN, please review the Getting a Social Security Number on the International students page under Continuing students.