

*This form is to be used by F-1 students applying for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an integral part of an established curriculum and is directly related to the student’s major area of study. The CPT application consists of the following:*

- Collect an **Offer Letter** from your employer (*see template on pg 3 for required components of the offer letter*)
  - Work with your faculty advisor (if the internship is for Department credit) or the Office of Career Planning (if the internship is for Co-Op credit) to complete the **Advisor’s Certification** section of this form
  - Enroll in the appropriate course in order to receive credit for the CPT; **print your schedule from Self Service** confirming the enrollment
  - Submit completed CPT application form, offer letter, and enrollment confirmation to OIP
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**STUDENT INFORMATION:**

First Name: \_\_\_\_\_ Family Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

First Semester in F-1 Status: \_\_\_\_\_ Major(s): \_\_\_\_\_

Estimated Graduation Semester: \_\_\_\_\_ Campus ID Number: \_\_\_\_\_

Dates of previous CPT authorization (*please indicate if full-time or part-time*): \_\_\_\_\_

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**EMPLOYMENT INFORMATION:**

Company Name: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Company Address: \_\_\_\_\_

Worksite Address (*if different*): \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Requested End Date: \_\_\_\_\_

Brief description of the training opportunity: \_\_\_\_\_

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**ACADEMIC INFORMATION:**

How is this training opportunity integral to your curriculum? Please select at least one:

I am participating in Meredith College’s cooperative education program and enrolled in a COE course

My course requires practical training: \_\_\_\_\_  
*(Name of this course that you are enrolled in, that is integral to your curriculum and that requires an internship)*

Please explain how this training opportunity directly relates to your major area of study: \_\_\_\_\_

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**CERTIFICATIONS:**

***Student***

I understand that my internship must be an integral part of the established curriculum at Meredith College in order to be authorized for Curricular Practical Training (CPT). As such, I understand that I cannot withdraw from the course indicated above once my CPT begins (failure to receive academic credit for a non-required internship is a violation of F-1 status). I understand that my CPT authorization is date specific and therefore I cannot begin this internship until the date specified on my new CPT I-20 and I must stop working by the end date indicated on the CPT I-20.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Advisor***

By signing below, I certify that I have reviewed the information on this form and the internship job offer letter. I certify that, as indicated above, this internship is required for a course that relates to the student’s major course of study at Meredith, or is required as part of Meredith’s Cooperative Education program. I am supportive of the student’s selection of the course above (if applicable) and internship as an integral part of our established curriculum at Meredith College.

Advisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Offer Letter

(Note: the job offer letter does not need to follow the exact below format, but must include all of the bolded information. Offer letters missing information may be supplemented by an additional letter or email from the company)

### **TO BE PRINTED ON COMPANY LETTERHEAD**

Date:

To: Meredith College Office of International Programs

This letter is in regards to (**student's name**), who has been offered a position with our company. Below is the information you requested about the position and our company:

**Company name:**

**Physical location address of the student's work:**

**Number of hours per week:**

**Start and end date:**

**Job title:**

**Job duties:** (short, general description of what the student will be doing for the company)

Should you need any additional information, please do not hesitate to call me at (**phone**) or email me at (**email**).

Sincerely,

**Name of contact person at Company**

Title