# F-1 Curricular Practical Training (CPT) Request Form

## Section I: Student & Proposed Activity Information (to be completed by the student)

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<thead>
<tr>
<th>Name</th>
<th>College ID</th>
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**Anticipated Date of Graduation** ________________ (Month/Year)

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<thead>
<tr>
<th>Major</th>
<th>Academic Adviser</th>
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**Any proposed activity (inclusive of employment, training programs and internships) must be directly related to your Middlebury major field of study.**

1. **Activity Start Date:** ____________ (MM/DD/YYYY)
2. **Activity End Date:** ____________ (MM/DD/YYYY)
3. **Part Time or Full Time:** ____________ **Part-time is 20 hours or less per week.**
4. **Employer/Program Name:** ___________________________________________________

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<tr>
<th>Supervisor/Sponsor Name &amp; Title:</th>
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<th>Site of Activity:</th>
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<table>
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<th>Address:</th>
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<th>City/State/Postal Code:</th>
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5. **Brief description of activity (job duties/training):** ___________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

6. **Have you ever been granted full-time CPT before? If yes, please provide the dates:**

__________________________________________________________________________________________

7. **Have you been in active F-1 student status for one full academic year?** ________________

8. **Will this be for academic credit?**  
   - **Y**  
   - **N** (Circle one)

   **If yes, provide course name and number** ________________________________________________

By signing below, I confirm that the information provided above is true. I understand that ISSS will authorize CPT in SEVIS which is specific to this activity for the designated dates only. Engaging in any activity outside of these dates, or for another employer/program, could jeopardize my F-1 student status in the United States. I must also continue to maintain my F-1 status while completing CPT.

<table>
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<tr>
<th>Student Signature</th>
<th>Date</th>
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Your student advisee is requesting permission to engage in the activity (inclusive of employment, training programs and internships) listed in Section I of this form. Per U.S. immigration regulations, F-1 students may be authorized for Curricular Practical Training (CPT) to engage in a temporary practical training experience directly related to their major field of study when it is considered to be an integral part of an established curriculum. Thus, CPT may only be authorized by International Student and Scholar Services when such activities are for academic credit or are a required part of the academic program’s curriculum.

Please confirm the student’s eligibility for CPT:

1. Review the proposed activity information provided by the student in Part I of this form.

2. Check one of the following activities to confirm the type of CPT request:
   - The proposed activity is a required part of an academic course/program.
   - The proposed activity has been approved for academic course credit.

3. Please provide the following information:
   - Course (name and number)/Program
   - Number of course credits to be awarded (if applicable)
   - Academic Term this course/program will be offered

4. Is this activity directly related to the student’s Middlebury major field of study?  Y  N

After confirming that the information above is true, please fill out the information below and return this form to your student.
Section III: Activity Letter (to be completed by prospective employer or program supervisor)

Please have your prospective employer (or program director/internship supervisor) provide a letter confirming your offer of employment. The letter should be on company letterhead and must contain the following information:

- Your name.
- The position/job title being offered to you.
- A brief description of job/program duties.
- The number of hours per week (full or part time) that you will engage in the activity. Note: part-time is 20 hours or less per week.
- The name of the company/program.
- The name and contact information (phone and email) of your prospective employer (or program director/internship supervisor).
- The site where the activity will take place (physical address – do not use a post office box).
- The start and end dates of this activity (CPT will only authorized for this duration of time).

This letter should accompany your completed CPT request form.

FINAL INSTRUCTIONS:

Do not submit an incomplete application – please complete all three sections before submitting your CPT request form. Completed forms can be submitted to International Student and Scholar Services via email or in person at the ISSS office located on the second floor of the Service Building.

Please allow 5 business days for your CPT request form to be reviewed before a decision is made. If CPT is authorized, you will be contacted via email to pick up an updated Form I-20 with the CPT endorsement on page 2. If CPT is denied, you will be notified via email with additional information.

REMINDES:

- All requests for CPT must be directly related to your Middlebury major field of study.
- CPT is only needed for training experiences taking place in the United States.
- Winter Term Internships that are approved by CCI for academic credit may be eligible for CPT. Though CCI may allow you to have an internship sponsor who is not your academic advisor, you must have your academic advisor complete the CPT Request Form.
- If your academic advisor is on leave, please have the chair of your academic department complete this form.

Questions? Please contact ISSS at isss@middlebury.edu or by telephone at (802) 443-5858.