



**F-1 Curricular Practical Training (CPT) Application**  
(This form is typically used for Winter Term internships that require CPT.)

**Part I: Student & Internship Information (to be completed by the student)**

Name (First Name Last Name): \_\_\_\_\_ College ID \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_ (Month/Year)

Major\*\* : \_\_\_\_\_ Academic Adviser \_\_\_\_\_

*\*\* Any proposed activity (inclusive of employment, training programs and internships) must be directly related to your Middlebury major field of study. List the related major here.*

1. Activity Start Date: \_\_\_\_\_ (MM/DD/YYYY)

2. Activity End Date: \_\_\_\_\_ (MM/DD/YYYY)

3. Part Time or Full Time: \_\_\_\_\_ *\*\* Part-time for CPT purposes is 20 hours or less per week. Winter Term internships are typically 25 hours/week or more, so usually are full time.*

4. Organization/Employer Name: \_\_\_\_\_

Internship Supervisor Name & Title: \_\_\_\_\_

Site of Activity:
U.S. Address:
U.S. City/State/Postal Code:

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. Have you been approved for the Winter Internship class (choose one)? Yes No

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.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Part II: Adviser Confirmation (to be completed by student's academic adviser)**

**Student:** Complete the top of this form and provide it to your Academic Advisor.

Student's Full Name \_\_\_\_\_ College ID \_\_\_\_\_

**Advisor:** Please review the information below and confirm that the internship is related to the student's major, then sign and return this form to your student

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.
- As such, 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 review the proposed activity/internship information provided by the student in Part I of this form. Please **confirm that the internship is directly related to the student's major by signing this form.** If not, please contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) to provide clarification or additional information.

**Information on this form will aid ISSS in determining the student's eligibility for CPT authorization.**

By signing this form, I confirm that:

1. The proposed activity has been approved for **academic course credit.**
2. The student is enrolled in: **CRN 10258 INTN 0600 A**
  - a. Course (name and number)/Program: Winter Term Internship
  - b. Number of course credits to be awarded (if applicable): 1 credit
  - c. Academic Term this course/program will be offered: Winter Term 2021
3. The internship activity is **directly related to the student's Middlebury major** field of study.  
*Note: If needed, I will be willing to provide ISSS clarification about how the internship is related to the student's major area of study.*

With my signature below, I confirm that the information above is accurate.

Academic Adviser Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Academic Advisor Printed Name: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Email address: \_\_\_\_\_

**Part III: Activity Letter (to be completed by internship organization or internship supervisor)**

**Student:** Please have your internship organization (or program director/internship supervisor) provide a letter confirming your internship offer. The letter must include the information below.

\*\*\*\*\*

The organization letter should be on company letterhead and must contain the following information:

1. Student Legal Name (First and Last Name)
2. Company/Organization Name
3. Company/Organization Address
4. Student's Position Title
5. Detailed Position Description including clear descriptions of student's role, responsibilities, and duties, as it relates to their field of study. (In addition, feel free to attach a job description.)
6. Dates of Employment –must be within the dates of the student's Fieldwork course for the specific term.
  - a. Start Date
  - b. End Date
7. Number of Hours per week
8. Supervisor's Name
9. Supervisor's Job Title
10. Supervisor's Email
11. Supervisor's Telephone
12. Please explain how you intend to assess the student's engagement with and attainment of learning objectives (if the experience is remote, please explain how the student will be assessed via electronic means).

**If the student will be working at a location OTHER THAN the company address indicated in Item #3 above, please provide the following information:**

13. Indicate the physical location where the student will be doing the internship/fieldwork experience:
  - a. Working off-site, at an approved worksite location of the company (i.e. branch location)
  - b. Working remotely at an off-site location either in the U.S. or abroad, location determined by student.
14. Student's Physical Worksite Name:
15. Student's Worksite Address:

Letter must also contain:

*Employer/Supervisor Signature- handwritten or electronic signature*

Employer/Supervisor Full Name

Employer/Supervisor Official Title

## FINAL INSTRUCTIONS:

1. Do not submit an incomplete application – please complete all three sections before submitting your CPT request form.
2. For Winter term 2021, the completed CPT request form must be submitted via the Document Submission Form:

<https://forms.middlebury.edu/international/iss/document-submission-form>

Please do NOT submit documentation via email as an attachment or in the body of the email.

Please allow 5 business days for your CPT request form to be reviewed before a decision is made. I

3. If CPT is authorized, you will be contacted via email with instructions on how to obtain the I-20 with CPT approval. If CPT is denied, you will be notified via email with additional information.

## REMINDERS:

- 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 major advisor complete the Academic Advisor section of the CPT Application.
- If your academic advisor is on leave, please have the chair of your academic department complete this form.
- Do not begin the experience until the start date indicated on your I-20.

Questions? Please contact ISSS at [iss@middlebury.edu](mailto:iss@middlebury.edu) or by telephone at (802) 443-5858.