

**CURRICULAR PRACTICAL TRAINING (CPT)  
APPLICATION FOR EMPLOYMENT AUTHORIZATION**

CPT authorization is required for any curricular off-campus “employment” (practicum, field work, capstone or dissertation) or internship, whether paid or unpaid. An internship/employment must meet a credit-bearing academic (or “curricular”) requirement or thesis requirement related to a student’s major to qualify for CPT authorization. If an internship or employment opportunity offers “relevant” experience to a student’s major, but is not a requirement of the degree program, the student will need to apply for Pre-Completion Optional Practical Training. Clinical rotations do not require CPT authorization.

**STUDENT INFORMATION**

Family Name:	First Name:	SC ID#:
Email:	Phone:	Program: BA/BS MA/MS PhD
Major(s):	Expected Graduation Date:	
List any previous dates of CPT:		

**PLACEMENT INFORMATION (CPT authorization can only be granted one term at a time)**

Company/Employer Name:	Supervisor’s Name:	
Company/Employer Address:	Supervisor’s Title:	
If remote, address where you will be working:	Supervisor’s Email:	
Internship Title/Position/Role:	Supervisor’s Phone:	
Duration: Start Date: End Date:	Compensation: <input type="checkbox"/> Unpaid <input type="checkbox"/> Paid	Type of Placement: <input type="checkbox"/> Part-time (less than 20 hrs/week) <input type="checkbox"/> Full time (more than 20 hrs/week)
<b>REQUIRED Employment Letter:</b> attach a copy of your offer letter on company letterhead. The offer letter should include the dates of the internship, the name of the supervisor, whether it’s full or part time, any compensation, address where the internship will be taking place, and a brief description of the intern’s duties.		

**CURRICULAR REQUIREMENT**

CPT requires appropriate registration in the corresponding semester. Check the curricular requirement below that will be fulfilled by the placement and provide the relevant course details:	
<input type="checkbox"/> 1. Required course: Placement is necessary for a course that is a requirement for the student’s program of study.	
<input type="checkbox"/> 2. Required component of a course: Off-campus placement is necessary to meet the academic objectives of a capstone, directed research or seminar course that cannot be accomplished on campus and is required to complete the student’s degree program.	
<input type="checkbox"/> 3. Required for thesis or dissertation (Graduate students only): Off-campus placement is necessary to pursue graduate thesis or dissertation research that cannot be accomplished on campus and is required to complete the student’s degree program. <b>Attached is a letter on department letterhead that includes:</b> <ul style="list-style-type: none"> <li>• Topic of thesis and expected defense date (student cannot work beyond defense date)</li> <li>• Explanation of the research objectives of the placement as they relate to the student’s thesis or dissertation and why they cannot be accomplished using Springfield College resources or facilities, including name of professor who will monitor the process of the off-campus research.</li> <li>• <u>Two signatures:</u> Signature of thesis/dissertation advisor and co-signature of the department chair or school dean.</li> </ul>	
<b>Course Details</b> (a course for credit is required except for option #3)	
Course #:	Course Title:
Credits:	Name of Instructor:

**FACULTY ADVISOR/INSTRUCTOR CERTIFICATION**

By signing, I certify that the proposed placement is an integral part of the student’s program of study, as outlined above. I also certify that this internship/practicum/field work relates to the student’s major course of study at Springfield College and recommend that the International Center grant Curricular Practical Training employment authorization for this student.

\_\_\_\_\_  
Faculty/Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**STUDENT CERTIFICATION**

I certify that I meet the following eligibility requirements for CPT employment authorization:

- The internship/employment is an integral part of an established curriculum at Springfield College and is directly related to my major.
- I am eligible for CPT because I have been enrolled on a full-time basis in a degree program for at least one full academic year or because I am a graduate student and my program requires immediate participation in CPT.

I understand and agree to the follow terms and conditions of CPT authorization:

- I have or will register for the required course for the concurrent semester as soon as I am able and no later than the add deadline for the relevant term.
- I must remain registered for the required CPT course for the entire term for which the CPT authorization was granted. If I withdraw from the course on which the CPT was based, my CPT will become invalid and I may jeopardize my immigration status.
- I understand that I will not be eligible to transfer my visa to another institution until the course through which CPT is authorized is completed.
- I understand that I may not lawfully begin my placement or employment until the International Center has granted CPT authorization in SEVIS. To do so would be a serious violation of my immigration status.
- I understand that the authorization is date specific and that I may not begin work until the start date of the CPT authorization and I must stop working on or before the end date of the authorization.
- I understand that CPT is authorized for a specific employer/placement company and location and that I may not work for (or be placed at) any other employer during this period without an amended CPT authorization from the International Center.
- I understand that once I am authorized for an aggregate of 12 months of full-time CPT, I will lose eligibility for Optional Practical Training (OPT) authorization. Less than 12 months of full-time CPT, or use of part-time CPT, is not deducted from my OPT time.
- Should I decide to cancel my CPT authorization, I must notify the International Center in writing before the CPT start date. After the CPT start date, the DSO can only edit the authorization to shorten the CPT end date.

I have reviewed the information provided on this form and certify that it is complete and accurate. I have also read the eligibility requirements and the terms and conditions outline above and certify that I understand and will abide by them if approved for the Curricular Practical Training authorization for which I am applying.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**SUBMIT REQUEST** to the International Center in person or via email to [internationalcenter@springfield.edu](mailto:internationalcenter@springfield.edu). Include the following:

- Completed and signed CPT Application Form
- Employment/internship offer letter
- Thesis/dissertation letter (if applicable)
- Your most recent I-94 Information

Allow at least **5 business days** for requests to be processed. You will be notified by email when your request is approved and your new I-20 has been issued.