



# SMU

## International Student & Scholar Services Office

### CURRICULAR PRACTICAL TRAINING APPLICATION FORM

**To be completed by the student)**

Name: \_\_\_\_\_ SMU ID #: \_\_\_\_\_

SEVIS #: \_\_\_\_\_ SMU E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Academic program: \_\_\_\_\_ SMU start date: \_\_\_\_\_  Graduate  Undergraduate

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Job title: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Campus employment:  Yes  No  RA  TA  Other: \_\_\_\_\_

Proposed graduation date: \_\_\_\_\_ Course title and number for CPT credit: \_\_\_\_\_

Hours of academic credit for CPT: \_\_\_\_\_ Total hours of academic credit for the semester in which CPT occurs: \_\_\_\_\_

Description of work to be performed: (a letter from the employer describing the work to be performed by the student including the location and dates of employment and salary must be submitted.)

**I understand and meet the requirements listed for Curricular Practical Training on the ISSS Office web site.**

**I understand that I must get approval from the ISSS Office and obtain a new I-20 before beginning any employment under Curricular Practical Training.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(To be completed by CPT Coordinator in Department/Faculty Adviser)**

**By checking 'yes' to at least one of the questions below, I certify that this CPT 'is an integral part of an established curriculum.'**

1. Is the proposed employment required of all students as an internship? Yes \_\_\_\_ No \_\_\_\_

2. Is the proposed employment part of a course for which the student receives credit, and is monitored by a faculty member? This course must either be an integral part of an established curriculum or degree or an elective course that bears credit and is listed in the school catalogue?

**Note: no independent or direct studies courses are accepted for Curricular Practical Training.**

Yes \_\_\_\_ No \_\_\_\_

**Any time a student is authorized for Curricular Practical Training, the course should appear on the transcript. Independent Study courses and Directed Study courses do not qualify for CPT work authorization.**

3. Is the proposed employment necessary to complete the student's dissertation? Yes \_\_\_\_ No \_\_\_\_

4. Will this CPT experience delay the student's program completion date? Yes \_\_\_\_ No \_\_\_\_

If so, what will the new program end date be? \_\_\_\_\_  
Month/Day/Year

**CPT Coordinator/Faculty Adviser:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Curricular Practical Training Information**

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program where the work done counts towards course credit and will appear on the student's transcript documenting that the employment was done for academic reasons as part of the curriculum. Whether the course is for 1 or more credits, it must appear in the SMU catalogue.

**To be eligible for Curricular Practical Training:**

- The student must be in valid F-1 status at the time of application and have been in continuous full-time status for 9 months (one academic year) preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply at any time.
- The work must be needed to fulfill course/class requirements.
- The course must be an "integral part of the established curriculum," i.e., it must be **required** of all students for the degree program or **the student must earn course credit** toward the degree program. For graduate students working on their dissertation, the work done must be required to complete their dissertation. However, this does not apply to doctoral students in the Engineering program.