



SMU

International Student & Scholar Services Office

CURRICULAR PRACTICAL TRAINING APPLICATION FORM GRADUATE ENGINEERING CO-OP PROGRAM

(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 International Office web site.

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

Student signature: _____ Date: _____

(To be completed by the CPT Coordinator)

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 **X**

2. Is the proposed employment a part of a course for which the student receives credit? Yes ____ No
3. Is the proposed employment a part of a course which is monitored by a faculty member as an integral part of an established curriculum and listed in the school catalogue? (0 credit hours is acceptable)
Yes No ____
4. Is the proposed employment necessary to complete the student's dissertation? Yes ____ No

For Associate Dean or Co-Op Director:

Will this Co-OP experience extend the student's program completion date?

Yes ____ No

If so, what is the new student's program completion date?

Month Day Year

Approvals of Academic Adviser, Department Chair and Co-Op Director:

Name: _____ Title: _____ Academic Adviser _____

Signature: _____ Date: _____

Name: _____ Title: _____ Department Chair _____

Signature: _____ Date: _____

Name: _____ Title: _____ Grad Co-Op Director _____

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 at least 1 semester preceding the CPT application.
- 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, doctoral students in the School of Engineering are required to be in the Engineering Co-OP program in order for work authorization to be granted.