



# SMU

International Student & Scholar Services

## **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 department)**

**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 Advisor \_\_\_\_\_

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.