



THE UNIVERSITY OF TENNESSEE CHATTANOOGA

OFFICE OF INTERNATIONAL PROGRAMS CPT: Curricular Practical Training Request Form

Before submitting a CPT request, please visit, read and understand the content provided at <http://www.utc.edu/international>

Applicant Information

Applicant Name:	UTC ID Number:
Program End Date (<i>Stated on I-20</i>):	
Have you been authorized for CPT in the past? (Check one) Yes No	
If yes, when?	
UTC Email Address:	@mocs.utc.edu

Phone number:

<p>Curricular Practical Training (CPT) is temporary employment authorization that is “an integral part of an established curriculum” and “directly related to an F1 student’s major area of study.”</p>	
<p>Part time CPT</p> <p>Full time CPT</p>	Requested CPT Start Date:
<p>I understand the CPT Reporting Requirements as below:</p> <ol style="list-style-type: none"> 1. CPT program is <ol style="list-style-type: none"> a. Integral part of an established curriculum – employment is an integral part of an established curriculum used to satisfy an elective in the student’s major field of study. If the internship course is not required, it must be taken for academic credit. The minimum credits accepted for an elective internship course will be one (1) credit hour and registration in an authorized course will be required, or b. Required for the degree program – employment is a required part of an established curriculum and necessary of all students to graduate. Registration in an authorized internship course is required. 2. For graduate students (Masters and Ph.D.), enrollment in thesis credits will be accepted for CPT authorization as long as the employment is directly related to a student’s thesis research project. In this situation, enrollment in thesis credits may take the place of the internship course. Verification from an advisor or professor will be required. 3. CPT is employer specific: You can only work for the employer listed on the I-20. If you change employers while on CPT, or work for multiple employers during a semester, you will need to submit a separate CPT application for each request. 4. CPT is required (1)if the internship is off-campus, and the employer is affiliated with the university but does not provide direct services to students, or (2)if the internship is located on campus, but offered through a third party that does not provide direct student services 5. CPT that is physically located outside of the state of Tennessee is allowed only when a student is on a vacation semester. Exceptions may be made for Graduate thesis students or PhD students on a case by case review. 	
Student Signature:	Date:



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CHATTANOOGA

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Academic Advisor

UTC Student ID:		Major:	
Expected Graduation Date:		Education Level:	
Is this student currently registered? (check one)		Yes	No
Advisor Name:		Department:	
Advisor Email: @utc.edu		Phone Number: 423-425-	
<p>This student is applying for CPT based on (a) or (b)</p> <p>A. Integral part of an established curriculum – employment is an integral part of an established curriculum used to satisfy an elective in the student’s major field of study. If the internship course is not required, it must be taken for academic credit. The minimum credits accepted for an elective internship course will be one (1) credit hour and registration in an authorized course will be required, or</p> <p>B. Required for the degree program – employment is a required part of an established curriculum and necessary of all students to graduate.</p> <p>"I would like to recommend that this student be allowed to obtain Curricular Practical Training in order to secure a position in his or her field of study."</p>			
Academic Advisor Signature:		Date:	

Employment Information

Dear Employers, This student needs an employment letter signed by employer on company letterhead giving the following information: Job title / Beginning and ending dates of employment / Wage / Number of hours per week to be worked / Full address of employer / brief description of work. We thank you for your warm support for UTC International Student. If you have questions regarding the process, please feel free to e-mail us at international@utc.edu

Supervisor Name:		Title:	
Company/ Organization:		Phone Number:	
Company/ Organization Address:			

Students: Provide a letter from the company that you are planning to complete your CPT with. If your CPT employer changes for any reason, you must notify your DSO of these changes.

- Please send this document to international@utc.edu
- Please allow us to have 10 business days to process your request in SEVIS

International Office Only:

Reviewed by: _____ Date Submitted: _____
Approved: _____ Denied: _____