

Curricular Practical Training Request for F-1 International Students at UTC

Please *TYPE* your responses on this form. The Office of International Student and Scholar Services does *NOT* accept handwritten forms.

Curricular Practical Training is temporary work authorization for off-campus employment that is an integral part of an established curriculum and directly related to an F-1 student's major area of study. To apply for CPT, complete the first section of this form, have your academic advisor complete the second section, and have your employer review the third section and provide an employment letter (see details below).

Once the form is complete and you have acquired an employment letter, email both to international@utc.edu using your UTC email address. Please allow 10 business days for your request to be processed in SEVIS.

TO BE COMPLETED BY THE STUDENT

Full Name: _____
UTCID: _____ Phone Number: _____
Program End Date (Stated on I-20): _____
Have you been authorized for CPT in the past? Yes No
If yes, when? _____
What type of CPT do you wish to apply for? Part-Time Full-Time
Requested CPT Start Date: _____

Acknowledgement

I understand and agree to the CPT reporting requirements as detailed below:

- CPT 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
 - Required for the degree program; employment is a required part of an established curriculum and necessary for all students to graduate. Registration in an authorized internship course is required.
- For graduate students, enrollment in thesis credits may be accepted for CPT authorization as long as the employment is directly related to the 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 is required.
- CPT is employer-specific; you may only work for the employer listed on your I-20. If you change employers while on CPT or work for multiple employers during a semester, you will need to notify your Designated School Official and submit a separate CPT application for each.
- CPT is required if the internship is off-campus and the employer is affiliated with the University but does not provide direct services to students OR the internship is located on campus but offered through a third party that does not provide direct services to students.
- CPT that is physically located outside of the state of Tennessee is allowed only during vacation semesters. Exceptions may be made for graduate thesis students or doctoral students on a case-by-case basis.

Student Signature: _____ Date (MM/DD/YYYY): _____

TO BE COMPLETED BY THE ACADEMIC ADVISOR

UTCID: _____ Degree Level: Undergraduate Master's Doctoral
Major: _____ Expected Graduation Date: _____
Is this student currently registered? Yes No

Advisor Name: _____
Department: _____
Email: _____@utc.edu Phone number: (423) 425-_____

Why is this student applying for CPT?

- Employment is an integral part of an established curriculum used to satisfy a major elective requirement, OR
- Employment is a required part of an established curriculum and necessary for all students to graduate.

Recommendation

I confirm that the information provided in this section is true and correct and recommend this student for Curricular Practical Training.

Academic Advisor Signature: _____ Date (MM/DD/YYYY): _____

TO BE REVIEWED BY THE EMPLOYER

Dear Employer,

This student needs an employment letter signed by their employer on company letterhead which includes the following information: job title; job description (as relates to the student's major); beginning and ending dates of employment; name, phone number, and email address of the student's direct supervisor; physical location of the student's job; wage; number of hours per week to be worked; the company's Employer Identification Number; and the current date. The letter should be addressed to the student. Please provide this letter to the student for inclusion in their work authorization application. UTC thanks you for your warm support for our international students. If you have questions regarding this process, please email international@utc.edu.

Sincerely,
The Office of International Student and Scholar Services
The Center for Global Education
The University of Tennessee at Chattanooga

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

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Reviewed By: _____ Date (MM/DD/YYYY): _____
 Approved Denied