

## 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](mailto: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): \_\_\_\_\_

**Requirements on the employment letter addressed to the student on the company's letterhead:**

- Must be on the company's letterhead with company's address;
- Current date;
- 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;
- the physical location of the student's job;
- number of hours per week to be worked (fall and spring max 20 h; summer full-time 40h max);
- the company's E-Verify number or Employment Identification Number.

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

Reviewed By: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Approved

Denied