



Student Information

Full Name _____ Student ID _____

Major _____ Expected Graduation Date _____

CPT Term: FALL 20 SPRING 20 SUMMER 20

Internship start date _____ Internship End Date _____

Name of Internship Employer
(List Staffing agency here)

Address of Internship Employer

Street _____ Suite (if applicable) _____

City _____ State _____ Zip Code _____

Job/internship Title _____ Is this a Paid internship?
If yes Please list salary amount per hour

If staffing agency is listed above please list the Client Name and Address:

Name _____

Street _____ Suite (if applicable) _____

City _____ State _____ Zip Code _____

Student Signature

By signing this form I confirm that I will notify the MPLS College ISS if I change employers, switch between full-time and part-time or terminate my employment early. I have read the instructions on this form completely and I understand my responsibilities as an F-1 student participating in CPT.

Student Signature _____ Date: _____

Section B: To be Complete by the International Student Advisor

Immigration regulations require that this employment experience “be an integral part of the curriculum for your major.”

Please check one:

An employment internship is a **required** part of the curriculum for all students in the program. The required internship course is _____ (Typically used for degrees like Human Services, Addiction Counseling, etc)

An employment internship is an **elective** option in this program. There is a specific course designated for this purpose, course _____ (Example: Business Internship- BUSN 2306, Sound Arts Internship- SNDA 2380)

International Advisor Signature

I hereby confirm the student is enrolled in the checked course above and the student’s internship/job/practicum is related to their major. The CPT is authorized in SEVIS on

The actual start date and end date in SEVIS is

Signature: _____

Date: _____



Definition: Curricular Practical Training (CPT) must be an integral part of the established curriculum. CPT authorization is for paid or unpaid off-campus employment that directly relates to your field of study and to your stated curriculum. CPT is available during (not after) a course/program of study and must be authorized for a specific employer and for specific dates by the International Student Advisor (ISA).

Eligibility.

Student must

- have completed 2 semesters of Full Time enrollment*
- be in valid F-1 status at the time of requesting CPT
- be enrolled in a course that is a part of your major (certificate and diploma programs are not eligible)
- obtain a job or internship directly related to field of study.
- receive authorized I-20 from ISA before beginning the internship and

*Note regarding the One Year Rule: Minneapolis College considers time completed before a transfer (including post-completion OPT) to count towards the One Year Rule. Therefore, we do allow a student to start working on CPT immediately following a transfer or OPT provided the one academic year has already been met at another school. However, the government is increasingly demonstrating signs they may not agree. Future immigration applications (like H1-B) often issue a hear request for evidence, and some have been denied due to starting CPT in their first year, when not required for their degree. By applying for CPT, you confirm you understand that you may run into problems and could be denied future immigration benefits.

Hours/Limitations

- Part-time CPT is 20 hours/week or less. Full-Time CPT is anything more than 20 hours/week. Two or more part-time CPT experiences in the same term would be considered full-time if the total exceeds 20 hours/week.
- Part-time CPT is unlimited. 12 months or more of Full-Time CPT will result in losing eligibility for Optional Practical Training for the academic level.
- CPT can be authorized for part-time or full-time during the year or in summer.

Note:

- This form is only for one employer and for the dates listed on the I-20 (may be different than the desired dates listed on page 2. You must fill out a new CPT form for each new employer and for each fall, spring and summer term.
- **Completing this form does not give you the authorization to work under CPT. You MUST receive a new I-20 with work authorization from the ISA before you can begin working.**
- **Failure to renew your CPT each term or to work without authorization will result in violation of your F-1 immigration status and your SEVIS record will be terminated.** You will begin accruing unlawful presence immediately.

Procedure:

Student must have a new I-20 issued by the ISA for Curricular Practical Training **before** employment begins. Please meet with the ISA and bring the following documents.

1. You must present your job offer letter, along with this form to your instructor for approval that the job is relevant to your major in accordance with the CPT regulations.
2. Complete CPT form (page 2)
3. Register for the appropriate course for the given term, as listed on page 2.
4. Include with the CPT application the written job offer letter on the employer's letterhead. The letter should specify the company's name and address, position title, job responsibilities, starting and ending dates of the internship/employment, number of hours/week, and payment (if paid position.)

All CPT forms and job offer letters must be submitted to the ISA in a timely manner. If this is your first application for CPT, the application must be submitted via email. Please also make an appointment to discuss your responsibilities as an F-1 student participating in CPT to make sure you understand how to maintain your status.