CURRICULAR PRACTICAL TRAINING REQUEST INSTRUCTIONS

Curricular Practical Training (CPT) is authorized by academic term. As a reminder, you may not begin off-site placement prior to receiving CPT authorization**.**

Eligibility requirements for CPT include:
- Being in valid F-1 status.
- You must remain enrolled full-time while doing CPT, except during the summer term, or during your final term if you have submitted an approved Reduced Course Load form for final term to ISS.
- Tasks and responsibilities of the training must be directly related to your major field of study.
- On-site supervision.

Instructions for completing the CPT Cooperative Agreement:
Complete the form itself. Do NOT attach documentation in lieu of providing the information on the form itself.

STUDENT INFORMATION:
Anticipated Graduation Date- write the term and year in which you expect to graduate (i.e., Spring 2020)

ACADEMIC/EMPLOYMENT INFORMATION:

Course/Title. Enter the course number and title you are enrolled in for the course that requires CPT. For example, FE 2152: M.Div. Integration Seminar, FE 4400: STL Research Practicum, or FE 4401: STD Research Practicum.

Faculty Advisor. Enter the name of the person who will provide guidance and instruction related to your CPT experience and can attest to the academic objectives of your CPT experience.

Company Name. Enter the name of the organization where you will be participating in CPT.

Paycheck Issuing Company. Enter the name of the company issuing your paycheck if it is different from the placement site.

Company Address. Enter the address for the site of placement. This is the site where you will be participating in the contextual ministry practicum. Include the city, state and zip code.

Supervisor Name. Enter the name of the supervisor who will be mentoring you on-site where you will be participating in CPT.

Number of Work Hours per Week. Enter the number of hours per week the student will train and the hourly pay rate.
- Only part time CPT (20 hours per week or less) is possible during the academic term.
- Full-time CPT (over 20 hours per week) may be possible during academic break periods.

Start and End Dates. CPT authorization dates follow the academic calendar. The earliest possible start and latest possible end dates for Fall 2016 and Spring 2017 are listed below. However, your situation may require you to request authorization for a narrower time frame.

Fall 2016 semester
Earliest possible start date: 09/06/2016
Latest possible end date: 01/29/2017

Spring 2017 semester
Earliest possible start date: 01/30/2017
Latest possible end date: 09/04/2017

Important Notes Regarding Dates:
- The start date on the Cooperative Agreement must be at least one week in the future at time of submission.
- If it is your last semester, CPT can only be authorized through the last day of finals or the program end date on your I-20, whichever comes first.

TRAINING OBJECTIVES:
Complete this section by providing the academic objectives for the off-campus placement and make sure all parties sign and date the cooperative agreement.