

Request for Curricular Practical Training F-1 Visa Student

Curricular Practical Training (CPT) provides the opportunity to receive off-campus wages while gaining practical experience, through employment. CPT must be directly linked to a registered course that contributes to graduation requirements. In order to be eligible for CPT, each student must complete at least one academic year at Elizabethtown College.

Prior to beginning employment, CPT must be approved by the College and registered with SEVIS. Participating in off-campus employment without authorization will result in being out of status with the F-1 student visa. The College is required to report such activity. For questions, please see the Director of International Student Services, Kristi Syrdahl.

Please follow the steps to ensure proper compliance:

1. Complete this form and the Learning Contract form at least two weeks before employment is to begin.
2. Make two copies of the Learning Contract (one for your records, one for the Director)
3. Submit the *original* Learning Contract to Registration and Records for course registration
4. Make an appointment to meet with Kristi Syrdahl, Director of International Student Services at least two days prior to your employment start date.
5. Bring to your meeting with Kristi Syrdahl: one copy of the Learning Contract, your schedule showing the registered course, and this completed form.

Full Name as it appears on your passport: _____

Major(s): _____

Minor(s): _____

Employment Begin Date: _____ **End Date:** _____ (may not exceed Completion of Program Date)

Employer Business Name: _____

Name of Supervisor: _____

Telephone Number of Employer: _____

Employer Address: _____

(Street, Apt.#)

(City, State, Zip Code)

Work Hours: _____

Course with which the Curricular Practical Training will be associated:

Course Code: _____

Course Title: _____

Credits: _____

What is the focus of this CPT experience and how does it apply toward your Program Completion?

Signatures

Student: _____

Date: _____

Professor: _____

Date: _____

Employer: _____

Date: _____