

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. Please contact Lori Bomboy, PDSO at bomboyl@etown.edu if you are interested in pursuing.

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. Email this form & copy of Learning Contract to: Lori Bomboy, PDSO at bomboyl@etown.edu **at least one week** prior to your employment start date.
5. The PSDO will input CPT information into SEVIS, then provide you with a new F-1.

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: _____