



# International Programs Office

## Curricular Practical Training Standard Application Checklist

*Student: You must complete this form and submit it to your IPO Advisor with your materials for the CPT application. If this form is incomplete, your CPT application will be delayed. Application processing time in IPO may take up to two weeks. Application processing time once mailed to Texas Service Center may take up to 90 days.*

\_\_\_\_\_  
FAMILY NAME

\_\_\_\_\_  
GIVEN (FIRST) NAME

\_\_\_\_\_  
NWACC ID NUMBER

\_\_\_\_\_  
MAJOR FIELD OF STUDY (on current I-20)

\_\_\_\_\_  
EMPLOYER'S NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
DATE SCHEDULED TO BEGIN

\_\_\_\_\_  
DATE SCHEDULED TO END

\_\_\_\_\_  
HOURS PER WEEK

DEGREE WORKING TOWARDS:       AAS     AS     AA     CERTIFICATE

Find a position/employer related to your field of study and be hired.

Begin Curricular Practical Training Application process.

Have Employer complete the "Employer Verification Form" (This must be completed by the employer. Do not fill this out yourself)

Have your Advisor complete the "Advisor CPT Approval Form" (This must be completed by the advisor. Do not fill this out yourself)

Meet with P/DSO after all previous steps are completed and submit all documents at once (Must complete all steps prior to scheduling a meeting with an P/DSO)

Receive written approval for CPT and new I-20 prior to starting new job and/or orientation.



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***Acknowledgement (you must sign and date):***

- I understand that I may not begin employment under Curricular Practical Training until I have a new I-20 from the International Programs Office which indicates I have authorization for CPT for the current employer and the current dates of employment.
- I understand that I may only work during the period indicated on my I-20, and that I may not begin employment prior to the start date on my I-20 or continue employment later than the end date on my I-20. If I wish to continue employment, I understand I must reapply for CPT authorization and work only if and when I have obtained a NEW I-20 showing a new period of authorization.
- I understand that I may work only for the employer named on my I-20 in the CPT authorization. If I wish to change employers, I must obtain a new CPT authorization.
- I understand that I must register for the relevant academic credit as indicated by my advisor before meeting with my foreign student advisor in IPO. If I withdraw from the course, I will be in violation of my non-immigrant student status and my employment will be considered "unauthorized".
- I understand that if I am authorized for Part-Time CPT, I must maintain a normal full course of study (in fall and spring semesters) and may not exceed 20 hours work in any week during the period of the Part-Time Authorization.
- I have read and understand all instructions and guidelines on this form and IPO website. I understand that it is my responsibility to actively maintain my non-immigrant status, including limiting my employment only to work which is specifically permitted by immigration regulations.**

I understand that checking this box constitutes a legal signature.

Signature: \_\_\_\_\_

(Print name)

Date: \_\_\_\_\_