

**CURRICULAR PRACTICAL TRAINING APPLICATION
INTERNSHIP CERTIFICATE PROGRAM**

CHARACTERISTICS OF CURRICULAR PRACTICAL TRAINING
<ul style="list-style-type: none"> ★ Student must be lawfully enrolled on a full-time basis for one academic year. ★ Note: Exceptions exist for graduate students whose programs require immediate curricular training. (Must be clearly stated in catalog or confirmed in writing by department.)
<ul style="list-style-type: none"> ★ Must be an integral part of an established curriculum in the student's field of study.
<ul style="list-style-type: none"> ★ Must be part-time (20 hours or less while school is in session); full-time (over 20 hours) during summer vacation or holidays.
<ul style="list-style-type: none"> ★ Must have an employer's offer letter that qualifies as Curricular Practical Training.
<ul style="list-style-type: none"> ★ Student must work only for the employer mentioned in the offer letter.
<ul style="list-style-type: none"> ★ Must receive written authorization for the Designated School Official before work begins.
<ul style="list-style-type: none"> ★ Must continue to maintain a full course of study in F-1 status during the employment period.
<ul style="list-style-type: none"> ★ Student must be in good academic standing. Requirements below:

UNDERGRADUATE	GRADUATE
<ul style="list-style-type: none"> ★ JUNIOR YEAR (63 - 69 CREDITS) ★ 2.5 GPA OR HIGHER 	<ul style="list-style-type: none"> ★ 18 GRADUATE CREDITS ★ Pre-requisites and ELI courses not included ★ 3.0 GPA OR HIGHER
REQUIRED FORM	DESCRIPTION
STUDENT REQUEST FORM	<ul style="list-style-type: none"> ★ Filled out by student
DEPT CHAIR/ADVISOR APPROVAL FORM	<ul style="list-style-type: none"> ★ Signed by academic advisor or chair ★ Advisor will also assign a mandatory internship course
INTERNSHIP OFFER LETTER	<ul style="list-style-type: none"> ★ Employer offer letter
COPY OF CLASS SCHEDULE	<ul style="list-style-type: none"> ★ Schedule including internship course

NEW YORK INSTITUTE OF TECHNOLOGY – OFFICE OF INTERNATIONAL EDUCATION
PHONE: 212-261-1684 / 516 - 686 – 7585 | FAX: 212-261-1691 / 516 - 686 – 7483

STUDENT REQUEST FORM - CURRICULAR PRACTICAL TRAINING

The information requested is needed for the U.S. Citizenship and Immigration Services. Please read This form carefully and return it complete to the Office of International and Experiential Education. **Incomplete applications will NOT be processed.** The application process takes approximately five (5) working days.

TO BE COMPLETED BY THE STUDENT (PLEASE PRINT)

NAME: _____

STUDENT ID: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

US ADDRESS: _____

COMPANY ADDRESS: _____

DEGREE: (CIRCLE ONE): BACHELOR | MASTERS

FIELD OF STUDY: _____

GRADUATION DATE (MM/YY): _____

PASSPORT EXP. DATE: _____

THIS TRAINING WILL BE (CIRCLE ONE):

COMPANY NAME: _____

PART TIME | FULL TIME

START: _____ **END:** _____

PREVIOUS PERIODS OF CPT	NUMBER OF MONTHS

DEPARTMENT CHAIR / ADVISOR'S APPROVAL - CURRICULAR PRACTICAL TRAINING

The information requested is needed to comply with the U.S. Citizenship and Immigration Services (USCIS). USCIS defines Curricular Practical Training as an integral part of the established Curriculum. It can be an Internship/Externship, Practicum, Alternate Work Study or a Co-Op offered by a sponsored company through a cooperative agreement with your program sponsor or arranged with the approval of your department. This form and the offer letter must be returned to the Office of International Education.

STUDENT INFORMATION

NAME: (PLEASE PRINT) _____ **ID #:** _____

(STUDENT MUST BE MATRICULATED)

DEPARTMENT CHAIR OR REPRESENTATIVE'S INFORMATION

NAME: (PLEASE PRINT) _____ **DEPT.:** _____

PHONE NUMBER: _____

Please explain why this Curricular Practical Training experience is an integral part of the academic program. How will this experience benefit his/her studies. (This information will be entered in the SEVIS record).

THIS TRAINING IS:

_____ A required part of the degree program

_____ Recommended but not required for the degree program

NOTE: Student must register for and receive a grade after the completion of the Curricular Practical Training. Failure to meet the USCIS regulations will result in cancellation of the CPT and the student will be in violation of status.

"I certify that the Curricular Practical Training described in the employer's offer letter is related to the student's field of study and it is an integral part of the curriculum. The work authorization under the Curricular Practical Training is recommended."

**SIGNATURE OF DEPT. CHAIR
OR REPRESENTATIVE:** _____

DATE: _____