



Curricular Practical Training (CPT) Application and Instructions for International Students

For all current F-1 international students wishing to do an off or on campus internship, or Curricular Practical Training (CPT), please note the following eligibility guidelines:

- Student must have been in status for at least 2 academic semesters.
- Student must declare their major and any minors with the Registrar's Office.
- **All international students must be registered for an internship course that will appear on their transcript**, per F-1 student federal regulations. Please note that Benedictine College does charge a fee for credit-bearing internships over the summer. See Business Office for cost of fee.
- Job or internship must be related to your academic area of study listed on current I-20.

To apply for CPT work authorization, interested students should contact the Center for International Education. There is NO fee required for CPT.

Additional CPT Information

- An F-1 visa holder can complete a **total** of 11 months of full-time work on CPT. Surpassing 11 months will jeopardize your ability to do an OPT post-graduation through Benedictine College. Part-time CPT (under 20 hours/week) does not count towards this total.
- All international students must receive authorization from Anne Faucett, Director of International Admission & Services, **prior to beginning any off-campus employment**. Students working off campus and without prior authorization are considered to be out of status and as a result their F-1 status may be terminated.
- Your proposal must be approved by the Center for International Education in order to receive authorization. This office reserves the right to not approve an incomplete or insufficient application. If approved, Anne Faucett will create and print a new I-20 document for you with CPT authorization noted on Page 2.

To assure everything goes smoothly, please follow the below steps:

1. Meet with the Career Development Office and/or your academic advisor to find and secure an employment opportunity.
2. Complete the attached form. Obtain the signatures of your faculty advisor and site supervisor, and submit the completed form to the Center for International Education for approval. If you have an issue obtaining the necessary signatures, contact Anne Faucett.
3. Prior to beginning employment, meet with Anne Faucett to receive a new I-20 with employment authorization. **NOTE: Please retain ALL copies of I-20's.**



CENTER FOR
INTERNATIONAL EDUCATION

CPT Internship Application for International Students

Student Information:

Name: _____ Date of Birth: _____

Credit Hours Completed (including credits transferred in): _____ Campus Box: _____

Major(s): _____ Minor(s): _____

Phone: _____ BC Email: _____

Mailing address during internship: _____

Internship Information:

NOTE: CPT internships must have a registered course:

Number of credits: _____ Course Code: _____ Course Title: _____

Faculty Chair Approval

Signature _____ Print Name: _____

Term (ex. Fall 2016): _____ Start Date: _____ End Date: _____

Hours to work per week: _____

Is this position paid? _____ (YES or NO)

Check One: Part-time (up to 20 hours/week) _____ Full-time (over 20 hours/week) _____

Site Supervisor Information:

Name: Dr. Mr. Ms. _____ Title of Supervisor: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Site Supervisor Signature: _____



CPT Internship Application for International Students (page 2)

Please answer the following questions. Use additional paper if necessary.

1. Highlight your duties and responsibilities in your proposed internship position:

2. Describe how the proposed employment relates to your planned field of study or major:

Student's Signature: _____ **Date:** _____

**Please return CPT Application to Anne Faucett in the Center for International Education, Library Room 207. For any questions, email afaucett@benedictine.edu or phone 913-426-2050.*