Thiel College Office of International Student Affairs

F-1 Curricular Practical Training (CPT) Request Form

Curricular Practical Training (CPT) is available to F-1 students who have been lawfully enrolled on a full time basis (at least 12 credit hours) for one full academic year. Curricular Practical Training (CPT) is a type of employment authorization that may be used by F-1 students to gain practical experience in their major or field of study prior to the completion of their program of study. In order to qualify for CPT, the employment must be an integral part of an established curriculum and be directly related to the student’s field of study.

CPT is approved as part-time (20 hours per week or less) for a specific employer, place of employment, job description, and time period. You will need to notify the Director of International Student Affairs of any changes in your employment before such changes take effect, so that your CPT authorization can be updated. CPT can only be granted for one semester at a time and you must be registered for the internship course during the same semester in which CPT is to be authorized.

How can I apply for CPT?

Students must have completed at least one academic year of full-time study before being eligible for CPT authorization.

Students must have an offer letter from your prospective employer stating the job duties and terms of your employment.

Proof of enrollment for internship course credit.

If this is your first time applying for CPT, you must make an appointment with the Director of International Affairs to submit your request for CPT and application and then an appointment with the Dean of Enrollment to approve your CPT request. Both of these meetings must occur prior to the start of any employment. If you have any questions, please contact the Director of International Student Affairs or Career Services Director.
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Student Information

Student Name: _____________________________________ Student email: ______________________

Degree Program: __________________________________ Expected completion date: ____________

Internship Information

Employer Name: ______________________________________________________________________

Employer address: (street) ______________________________________________________________

(city, state, zip) _________________________________________________________________

Dates of Employment: _______________ to _______________ Number of hours per week: ________

To be completed by ..... 

Employment under CPT must be an integral part of an established curriculum and be directly related
to the student’s field of study. Please complete the information below so that we may process this st