Tel: 214-768-4475 Fax: 214-768-1051 Email: isss@smu.edu

## F-1 Curricular Practical Training Application Form

Curricular Practical Training (CPT) is a temporary employment authorization directly related to an F-1 student's academic program where off-campus employment counts towards course credit and will appear on the student's transcript, indicated that the employment served to enhance academic experience as a part of the established curriculum. Whether the course is for 1 or more credits, it must appear in the SMU catalogue. CPT will only be authorized according to the semester dates in which the student is enrolled in their CPT class.

### To be eligible for CPT:

- The student must be in valid F-1 status at the time of employment and have been in continuous full-time status for one academic year preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply at any time.
- The work must be needed to fulfill course/class requirements.
- The course must be an 'integral part of the established curriculum.' It must be required of all students for the degree program OR the student must earn course credit toward the degree program. For graduate students working on their dissertation, the work done must be required to complete their dissertation, excluding doctoral students in Engineering.

BIOGRAPHICAL DATA (To be completed by the student)	
Family Name	First/Middle Name
SEVIS ID Number	SMU ID Number
Academic Program and Start Date	Program Completion Date
Has any of your personal information changed (U.S. address, phone number, etc.)? □ Yes □ No If so, please update your information in Access immediately.	
Employer	Supervisor, email, and phone number
Employer Address	Job Title
City, State, and Zip Code	Start Date, End Date, and Hours per week
Are you currently engaged in on campus employment? □Yes □No □RA □TA	
If so, how many hours per week do you work?	
Please ensure that you have completed BOTH pages of this form in its entirety and submit it to the International Student and Scholars Office at <i>least 7 days prior to the start date of employment</i> with a copy of:	
<ul> <li>Finalized legal agreement between SMU and your po</li> <li>Job offer letter indicating the work to be performed w</li> </ul>	otential employer ith the location, dates of employment, and salary listed
By signing below, I affirm that I understand that I meet the reconsequences of my request. If I have any questions. I will co	



Tel: 214-768-4475 Fax: 214-768-1051 Email: isss@smu.edu

# F-1 Curricular Practical Training Application Form

## ACADEMIC INFORMATION (To be completed by the Departmental CPT Coordinator/Faculty Advisor)

By answering 'yes' to at least one of the questions below, I certify that this CPT 'is an integral part of an established curriculum.'		
Is the proposed employment required of all students as an internship?    Yes		
If so, what will the new program completion date be?/		
Course Title and Number for CPT Credit	Hours of academic credit for CPT	
Total hours of academic credit for semester of CPT	Semester in which course is taken	
Description on work to be performed: (employment letter may be substituted)		
By signing below, I affirm that I understand that the student meets the requirements for CPT and this form may be used		
as evidence in Department of Homeland Security Investigations. If I have any questions, I will contact an ISSS International Services Specialist immediately.		
Name:	Title:	
Signature:	Date:	