



Center for International Education
605 Washington Street
PO Box 1857
Fayette, IA 52142
Phone: +1 (563) 425-5852
Fax: +1 (563) 425-5833
E-mail: international@uiu.edu
Web: www.uiu.edu

CURRICULAR PRACTICAL TRAINING (CPT)

Application Process

Students in F-1 status who will be participating in an internship for which the students will receive credit or as a mandatory requirement for the major must apply for curricular practical training through specific procedures as established by the United States Citizenship & Immigration Services (USCIS). These internships can be paid or un-paid. In all cases, students must have obtained permission prior to beginning the internship.

For more information about Curricular Practical Training, please arrange an appointment with the Center for International Education by calling 563-425-5852.

Steps to Follow

- 1) Arrange for placement with your faculty advisor.
- 2) Complete the "Curricular Practical Training Authorization Request Form" included in this packet. Make sure to get all the required signatures.
- 3) Turn in the request forms and your most recent I-20 to the International Student Advisor, located in the International House, Building 18.
- 4) Once a new I-20 has been issued with the CPT authorization on the last page, you can begin your internship. **Do not begin work without the authorization in hand.**

Please note:

- Processing time is approximately 3 days.
- **Students who begin working without written permission in hand will be breaking U.S. law and will be out-of status with immigration.**

When ready, please submit all paperwork to:

Center for International Education
Upper Iowa University
605 Washington Street
Fayette, IA 52142

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Email: international@uiu.edu



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CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION REQUEST FORM

Part I: To Be Completed By Student

Name: _____

E-mail: _____

Phone: _____

Local Address in the U.S.: _____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Part II: To Be Completed By Faculty Supervisor/Advisor

Please complete the following information for the student mentioned above:

Term: _____

Will the Student Receive Credit for this Internship? Yes No

Is this Internship Required for the Student's Major? Yes No

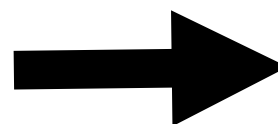
If the Student Will Receive Credit for the Internship:

Internship Course number: _____

Total Number of Credits Student Will Earn: _____

Student's Major (s): _____

Dates of Internship/Employment: _____ to _____ (MM/DD/YYYY)



Continued on back...

The above student is engaging in this off-campus placement setting as:

Part-time (20 or less hours/week) - Paid

Part-time (20 or less hours/week) - Unpaid

Full-time (21 or more hours/week) - Paid

Full-time (21 or more hours/week) - Unpaid

Faculty Supervisor/Advisor Signature: _____

Faculty Supervisor/Advisor Name: _____

Date: _____ (MM/DD/YYYY)

Part III: To Be Completed By Site/Employment Supervisor

Company Name: _____

Site Address: _____

Phone: _____

E-mail: _____

Site Supervisor Signature: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Site Supervisor Department: _____

Date: _____ (MM/DD/YYYY)

FOR CIE OFFICE USE ONLY

Received by: _____

Request: Approved Denied

Date: _____

Approved by: _____

Date: _____