

Curricular Practical Training Application

CPT is an employment authorization available for F-1 students during their program of study for experiential learning opportunities that are necessary and integral, or required, as part of an academic program. Review the information at www.elgin.edu/international for information on eligibility.

Name: _____ Student ID: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____
Start Date at ECC: _____ Program of Study: _____

By signing below, I affirm I understand the following:

I have registered for the course related to this CPT request and understand that CPT authorization will be canceled if I drop the course. I understand that I have to maintain my F-1 status by attending school full-time while I am on CPT. I also understand that it is my responsibility to report any changes to employment, including employer, dates of employment, or changes of full-time or part-time status during CPT to the Center for Global Engagement so that I will be properly advised and my I-20 will be updated in SEVIS.

Signature: _____ Date: _____

Required Documents

- ☐ Enroll in and provide proof of registration for the course for which you are requesting CPT.
 - ☐ Obtain an employment/internship offer letter. To qualify for CPT, you must have a job or internship offer from a qualifying employer. The employer should provide a letter written on company letterhead that provides the following information:
 - Address where your training will take place (internship site address)
 - Supervisor name and contact information
 - Detailed description of internship or job duties
 - Start and end dates of your internship
 - Expected hours per week
- If you are using CPT for a clinical or experiential learning requirement, please obtain a letter from your program director written on ECC letterhead with the following information:
- Address where your training will take place (site address)
 - Supervisor name and contact information
 - Course related to the CPT training activities
 - Start and end dates of CPT training activities
 - Hours per week
- ☐ Request a letter from the international Academic Advisor or Department Program Director recommending CPT is either 1) based on a mandatory graduation requirement or 2) is an integral part of the academic program of study for which you will receive academic credit. If the CPT recommendation is based on a mandatory requirement, please attach a copy of the course description verifying that this is mandatory.

- ☐ Copy of your Social Security Card (if you don't have a Social Security Number, you will need to apply for one).
- ☐ Copy of the identify page of your passport.
- ☐ Copy of your most recent I-94.