



F-1 Curricular Practical Training (CPT) Application

(Internship, Practicum, Independent Study Work Permission)



Immigration regulations for F-1 visa holders allow off-campus work permission called Curricular Practical Training (CPT). At LHUP this is allowed for 1 semester or 4 months total of full-time work for approved internship, practicum, or independent study experiences that are an "integral part of the established curriculum." If your experience is out of state, it must be an approved state-to-state authorization (see your Academic Advisor for more information). Additional months are given only if required by the academic department. Please note that tuition charges will apply to your student account for the academic course being taken under CPT.

In order to qualify for CPT, you must:

- Have completed 2 semesters of full-time study (graduate student requirements differ) and be in good F-1 status.
- Have an approved internship, practicum, or independent study through your academic department.
- Submit required paperwork to IIS and receive a new I-20 and give a copy of the I-20 to the employer.

Do not begin working until you have submitted the appropriate forms and have received a new I-20 with approval marked on page 3 of your I-20. Not all CPT requests will be honored.

Documents to submit to the IIS for Off-Campus Work Permission Notation on your I-20:

1. Complete F-1 Curricular Practical Training Application
2. A letter from your advisor or department chairperson indicating that the internship is related to your major and credits will be given OR a copy of the internship approval form from Career Services
3. Obtain a letter from the employer stating the start and end dates, salary and job description
4. Proof of class registration (print MyHaven schedule)
5. Notify John of your change in U.S. Address during CPT and after CPT to comply with U.S. Immigration Regulations

Check one: PICK UP I-20 _____ PLEASE MAIL I-20 to the home address listed: _____

Name: _____

Date: _____

LHU E-Mail : _____

Student ID #: _____

Personal E-mail: _____

Telephone Number: _____

YOUR U.S. ADDRESS DURING CPT:

Address:	City:
State:	Zip:

Dates for CPT: Start Date: _____ End Date: _____

Company Name & Address: _____

I understand how to maintain my F-1 visa status during CPT. _____

Sign and Date