



How to Apply for Curricular Practical Training (CPT) Authorization:

1. Meet with your academic advisor, faculty advisor or field supervisor to discuss your work opportunity.
 - a. Ask your academic advisor, faculty advisor or field supervisor to complete the bottom section of this CPT application form.
 - b. Work with your advisor to complete any forms necessary to obtain academic credit for your work.
2. Obtain an offer letter on company letterhead **OR** an email from your GFU field placement supervisor which includes the following:
 - a. Position title/description of duties
 - b. Address of agency/office location
 - c. Start and end date of your position
 - d. Number of hours/week that you will be working
3. Email or call to set up an appointment with Tiona or Alex. When you come, bring your completed:
 - a. CPT application form
 - b. Offer letter/email
4. Alex or Tiona will prepare a CPT authorization for you once you have submitted completed versions of the required documentation.

Rules to Remember:

- CPT allows you to gain work experience in your major field of study that is required for graduation or that meets the guidelines for field experience of special study academic credit.
- Full-time CPT will only be authorized in the fall or spring if your major program **requires** that you complete a full-time work experience to be eligible for graduation. Otherwise, you may only apply for part-time CPT during the fall and spring.
- You may not begin working until you have **first** acquired CPT authorization from Tiona or Alex.
- You may only work for the specific company on the specific dates listed on your CPT authorization (see p. 2 of your I-20). If you need to change employers, let Tiona or Alex know before making the change.
- If your internship/position is paid, you will need to apply for an SSN (if you do not already have one). If you have questions, ask Tiona or Alex.
- Your use of CPT does not affect your ability to use a full year of OPT later, as long as you do not use more than one year of full-time CPT.



GEORGE FOX
UNIVERSITY

Curricular Practical Training (CPT) Application

TO BE COMPLETED BY STUDENT:

First name: _____ Last name: _____

Degree level: _____

(Bachelor's, Master's, Doctoral)

Company name: _____

Company address: _____

_____, _____

Employment dates (start and ending dates): ____/____/____ - ____/____/____

Full-time (20+ hours/week) ____ or Part-time (20 hours or less) ____

Student's signature _____ Date: _____

Please submit this completed form to the International Student & Scholar Services office.

TO BE COMPLETED BY ACADEMIC ADVISOR, FACULTY ADVISOR OR FIELD SUPERVISOR:

The training experience listed above

____ Fulfills a graduation requirement for the student's major program of study

____ Is not required but will be completed for academic credit

Please list the course number for which the study will enroll: _____

Which term: Fall ____ Spring ____ Summer ____ Year: ____

How many credits is the course? _____

Expected term of degree completion? _____

Advisor's name: _____ Phone #: _____

Advisor's signature: _____ Date: _____

Any questions can be directed to Tiona Cage (554-2649) or Alex Pia (554-2643).