



Curricular Practical Training Application

Curricular Practical Training (CPT) is a type of work authorization F-1 students can use to do a job, internship, practicum, fieldwork, co-op, etc. that is directly related to their field of study.

In order to be eligible for CPT, you must:

- Have completed at least two semesters in F-1 Status
- Be doing your internship for academic credit or as part of a degree requirement
- Be a current Lesley student
- Have an offer for a position which is directly related to your field of study

If you aren't sure if you meet the eligibility requirements, contact ISS before you complete this form

ISS authorizes you to work on CPT by creating a new I-20 for you. Your CPT I-20 will authorize you to work either part-time (20 hours per week or less) or full-time (over 20 hours a week). During the Fall and Spring semesters, you may work part-time only, unless your program requires that you work full-time.

You may not start working until you receive your CPT I-20, and you may work only for the dates indicated on your I-20. You may only work for the one company or organization you apply with; if you need to change jobs while on CPT, you must contact ISS first.

Instructions:

Step 1:

- Attend an employment workshop **or**
- Review the CPT guide (<http://www.lesley.edu/international-students/immigration-forms/>) **and**
- Contact ISS with any questions about applying for CPT

Step 2:

- Complete page 1 of your CPT form, and give page 2 to your academic advisor to complete
- Enroll for your internship course (if applicable)

Step 3:

- Submit the following to ISS at 7 Mellen Street or via email at iss@lesley.edu:
 - Both pages of the completed CPT application
 - A copy of your internship offer letter

Step 4:

- Once ISS has reviewed your application we will contact you to make an appointment within 1 week
- During that appointment, we will create your CPT I-20 and give it to you



Curricular Practical Training Application

For Student To Complete and Sign:

Name _____
Family/Last Given/First Middle

Local Address _____ Phone _____
Street Apt
City State Zip Code Student ID# _____

Lesley E-mail _____ SEVIS ID# _____

Major _____ I-20 Expiration Date _____

How many hours per week do you plan to work? Part Time (20 hours per week or less)
 Full Time (Over 20 hours per week- summers only)

When do you plan to graduate? _____

Is the internship/practicum required by your degree program? Yes No

Will you receive course credit for the internship? Yes No

If yes, please give the course title and number: _____

If your answer to both the above questions is no, please contact ISS before you complete this form

Describe how your internship will be directly related to your field of study:

Employer Name _____

Employer Address _____
Street City State Zip Code

Employer Phone _____ Supervisor's Name _____

- I certify that the above information is correct
- I will only work for the employer listed above, and I will let ISS know before I change jobs
- I will only work during the CPT dates indicated on my I-20
- I understand that if I am authorized for part-time CPT, I cannot work more than 20 hours/week
- I understand that if I drop my internship course, I must stop working and let ISS know
- I will let ISS know if my internship ends earlier than expected

Student Signature _____ Date _____



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For Academic Advisor to Complete and Sign:

Name of Student: _____ ID#: _____
First name Last name

Major: _____ First Semester of Enrollment: _____

Dear Academic Advisor:

CPT is a type of work authorization current students can use to do a job that is related to their field of study. CPT can be authorized for either required internships, or elective internships for which the student is earning academic credit.

Your verification of the student’s information is needed to insure that Lesley University is in compliance with immigration regulations.

- I verify that, to the best of my knowledge, the information the student has provided is correct.
- I verify that this student’s proposed internship is directly related to his or her field of study.
- I verify that this internship is either a degree requirement, or that this student will receive academic credit for this internship.

Name of Academic Advisor: _____

Department/Program: _____

Signature: _____ Date: _____

Email: _____ Phone: _____

If you have questions, please contact Laura Kanner at lkanner@lesley.edu or 617-249-8415

FOR ISS USE ONLY

- Completed Form
- Internship Course Enrollment
- Academic Standing _____
- Offer Letter
- Anticipated Graduation Date _____
- Needs SSN? If so, SSA Letter
- CPT Approved: Sign and Date _____
- CPT Denied: Reason, Sign and Date: _____