

**Purdue University Fort Wayne Office of International Education**  
**INTERNATIONAL STUDENT APPLICATION FOR CURRICULAR PRACTICAL TRAINING AUTHORIZATION**

Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum. CPT is available to F-1 international students who have been lawfully enrolled on a full-time basis for at least one academic year. To be considered CPT, the work must be related to the major field of study, be an integral part of the curriculum, and the student must take and complete an internship/co-op course. CPT may be requested for either full or part-time employment.

**IMPORTANT!**

Students must have a legitimate academic reason for delaying their degree completion date in order to participate in a PFW Internship/Co-op Program and/or to be authorized for Curricular Practical Training. The student must verify with the Faculty/Academic Advisor (undergraduate students) or Graduate Program Director (graduate students) that the CPT will not impede their ability to complete all degree requirements and graduate on time, as indicated on the Plan of Study.

You must receive employment AND approved authorization (a new I-20) from the Office of International Education before you can begin working. Students must take and complete the internship/co-op course that is assigned with this authorization period. The course must be taken in the same semester the internship/co-op is approved for.

\_\_\_\_\_  
Initials of Student

**Checklist of Required CPT Documents:**

1. Obtain original job offer letter from employer (on company letterhead) that includes:
  - Job title
  - Dates of employment (beginning and ending dates, MM/DD/YYYY to MM/DD/YYYY)
  - Number of hours of work per week (full-time = >20 hrs/week, part-time=≤20hrs/week)
  - Company address/Address where duties will be performed
  - Name of supervisor
  - Description of job responsibilities (must be directly related to major)
2. Visit <https://www.pfw.edu/career-development-center/students-and-alumni> and complete Application for Credit and ask employer to complete Hiring Agreement.
3. Complete Section 1, save as PDF, and email CPT Application (this form) to Career Development Center, [internships\\_co-ops@pfw.edu](mailto:internships_co-ops@pfw.edu)
  - The Career Center will forward this form and other information to your academic department for step 3 below.
4. Before working, you must obtain a new I-20 from the Office of International Education that shows the CPT work authorization on page 2. OIE will email you when to pick up the I-20.

**SECTION 1: TO BE COMPLETED BY STUDENT ATTACH EMPLOYMENT LETTER TO THIS FORM**

Name:	Student PFW email address:	Expected Grad. Date:
Degree/Major: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	I-20 Expiration	Requested Employment Dates: From:                      To:
Company Name:	Job Title:	<input type="checkbox"/> Complete application for Academic Internship <input type="checkbox"/> Ask employer to complete Hiring Agreement Form
Company Address:	Hours per week	

**Section 2: Career Development Center Information and Signature**

<input type="checkbox"/> Internship (Max. 20 hours per week, while classes in session; 20+ hours allowed during summer)	<input type="checkbox"/> Co-Op – Full time alternating terms.	
Career Center Experiential Learning Printed Name:	Career Center Signature:	Date:

**SECTION 3: TO BE COMPLETED AND SIGNED BY FACULTY/ ACADEMIC ADVISOR OR GRADUATE PROGRAM DIRECTOR**

Please check the appropriate statements:

- ☐ I agree that the employment offer is related to the student's major field of study, is commensurate with their academic level, and that the internship experience can be considered an integral part of the student's curriculum.
- ☐ Will the student hold a graduate assistantship concurrently with the job? A check mark in this section indicates the Graduate Program Director approves the student's off-campus job while holding an assistantship. Student will not exceed 20 hours per week between the two positions.

Signature Faculty/Academic Advisor or Grad Program Director:	Email address:	Date:
Printed Name:	Department:	Course#/Credits:
For International Office use only Approved, Office of International Education:	Date:	<div style="display: flex; justify-content: space-between;"> <span>FT / PT</span> <span>From:                      To:</span> </div>