

PURDUE UNIVERSITY FORT WAYNE

Office of
International Education

Application for Curricular Practical Training Authorization

International students must review curricular practical training (CPT) eligibility and requirements before proceeding with this application. Click [here](#) to review the policy.

Checklist of CPT Procedure:

1. Obtain original job offer letter (on company letterhead) from employer that includes the following:
 - Job title
 - Dates of employment (*beginning and ending dates, MM/DD/YYYY to MM/DD/YYYY*)
 - Number of work hours per week (*full-time = > 20hrs/week, part-time = ≤ 20hrs/week*)
 - Work Address - where duties will be performed (*If remote, address must be listed on offer*)
 - Name of supervisor
 - Description of job responsibilities (*must be directly related to major*)
2. Complete Academic Internships: [Request for Academic Credit Form](#) AND notify employer HR/supervisor to complete [Hiring Agreement](#).
3. Complete Section 1 of the Application for CPT Authorization form and email it to iss@pfw.edu with the job offer letter.
 - The Office of International Education will route your form to your academic department and Career Development Center to receive their approval.
4. Before working, you must receive a new I-20 from the Office of International Education that shows the CPT work authorization on page 2. OIE will notify you via email that the I-20 is ready to be picked up, please allow for 5-7 business days to process your request once the form has been submitted in step 3.

****DEADLINE:** Fall and Spring semesters you must apply for CPT, be approved and begin working before the end of the 10th week of classes. For Summer, the deadline is the 7th week of classes.**

SECTION 1: TO BE COMPLETED BY STUDENT

Name:	PFW Email Address:
Expected Graduation Date:	Company Name:
Work Address:	Requested Employment Dates:
Job Title:	Hours Per Week:
<input type="checkbox"/> Final Semester of study. If you are in your last semester and are thesis option (all coursework has been completed) then your CPT must be directly related to your thesis research. Check box if applicable.	
<input type="checkbox"/> I agree that by participating in a PFW Internship/Co-op Program I am not delaying my ability to graduate on-time.	
<input type="checkbox"/> I understand I cannot have any holds on my student account, I must receive the new I-20 with CPT authorization AND my start date must arrive before I am eligible to begin working/training/orientation etc.	

SECTION 2: TO BE COMPLETED AND SIGNED BY FACULTY/ACADEMIC ADVISOR OR GRADUATE PROGRAM DIRECTOR

- ☐ 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 of Faculty/Academic Advisor or Grad Program Director:	Department:	
Printed Name:	Internship Course#:	Credits:

SECTION 3: TO BE COMPLETED BY CAREER DEVELOPMENT CENTER

<input type="checkbox"/> Employer Hiring Agreement submitted	<input type="checkbox"/> Application for Academic Credit
Signature of Career Development Staff:	

SECTION 4: TO BE COMPLETED BY OFFICE OF INTERNATIONAL EDUCATION

Approved by Office of International Education:	FT / PT	HOLDS? Y / N
Date of approval:	CPT Start Date	CPT End Date