Request for Approval of Curricular Practical Training

INTERNATIONAL STUDENT SERVICES 1351 WSC 801-422-2695 FAX: 801-422-0644

Name: _____
First Middle Last

BYU ID #: _____ Phone: _____ I Plan to Graduate: _____
(mo-yr)

I am requesting CPT from: _____ * to _____

* Start date must be on or after the first day of the semester and end prior to the start of the next semester. It must also be **five days** after the date you submit this request and attendant documents.

Student Acknowledgement

I will do the following:

- **Will not begin work until I have approval from ISS and have my new I-20 with the CPT listed.**
- Work no more than 20 hours per week while being a full time student.
- Retain a valid passport at all times.
- Maintain a valid Form I-20 and renew it prior to its expiration date.
- Renew my CPT authorization every semester and term I plan to work off campus.
- Complete a full course of study every semester except for my authorized vacations.
- Terminate my employment immediately upon violation of any requirement listed above.

With my signature below, I acknowledge having read and agree to abide by the requirements above regarding the maintenance of my legal status and the continuation of my eligibility for off-campus CPT employment. I understand that I must return to International Services to sign and pick up my new form I-20.

Signature _____ Date _____

FOR OFFICE USE:

Received by: _____

- ☐ Prospective employer letter (on letterhead):
  - ☐ firm's name and contact information of the location where the student will work
  - ☐ position designated as part-time (20 hrs/wk) or full-time (20+ hrs/wk)
  - ☐ beginning and ending employment dates (must be within current semester or term and after International Services receives the complete application)
  - ☐ proper signature ☐ nature of the training
- ☐ Internship coordinator form or letter (on letterhead):
  - ☐ firm's name ☐ internship is **related** to major field of study
    OR
    ☐ internship is **required** to complete the degree
- ☐ Enrollment in internship, work study, practicum, field program or coop. ed.:
  - ☐ Printed REG 01 or Route Y enrollment screen

Processed by: _____ Date: _____

- ☐ Major: _____
- ☐ I-20 Expiration: _____
- ☐ Passport Expiration: _____
- ☐ Enrollment history: 2 semester enrollment requirement met?
- ☐ Also check Imaging/Sunapsis notes for any other problems with the student's status.

RECEIVED

ENTERED

NOTES