



# Curricular Practical Training Certification Internship Coordinator Form

International Student Services 1351 WSC 801-422-2695 Fax: 801-422-0644

## To the applying student:

- Please present your employer letter to your Internship Coordinator.
- Have your **Internship Coordinator** complete this form; do not complete it yourself.
- Submit this Internship Coordinator Form along with your employer's letter and CPT application to International Student Services.

Student's Name: \_\_\_\_\_ BYU ID #: \_\_\_\_\_

Major: \_\_\_\_\_

## To the internship coordinator:

*The student listed above wishes to apply for Curricular Practical Training (CPT/Internship). CPT is authorization for off-campus employment that is an integral part of an established curriculum (required for all students in the major or optional in the program) and is directly related to the student's major area of study.*

*Please complete the following information to help us determine whether the proposed training meets the U.S. Citizenship and Immigration Services' requirements for CPT employment authorization. If you have questions, call us at 2-2695.*

**FYI: A student may not participate in CPT without being enrolled in additional coursework during the final term/semester unless the internship is required for all students in the degree program.**

Is this internship directly related to the student's major field of study?  YES  NO

Is this internship required for all students to complete this degree?  YES  NO

Internship Course number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Position (check one):  Full-time (more than 20 hours)  Part-time (20 hours or less)

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Please explain how this internship is "directly related" to the student's major field of study.

\_\_\_\_\_  
\_\_\_\_\_

I have read the Internship offer letter and consider the above training to be an integral part of the student's curriculum. I understand that CPT must have a valid purpose in the student's program of study, and is not meant to be a convenient employment opportunity.

\_\_\_\_\_  
Internship Coordinator's Name

\_\_\_\_\_  
Internship Coordinator's Signature

\_\_\_\_\_  
Date