

CURRICULAR PRACTICAL TRAINING AUTHORIZATION

To Department Chair or Academic Advisor: This document is a required part of an international student's (F-1 visa) application for CPT, Curricular Practical Training. Department of Homeland Security regulations state that no international student may work off-campus. In order for international students to complete required internships, they must receive specific authorization for CPT. If you have any questions, please contact Jan Hurndon, SEU's International Students Coordinator, at x5215 or jphurndon@seu.edu. Thank you!

Date: _____

Student name [please print]: _____

1. DESCRIPTION OF THE INTERNSHIP:

Company/School name: _____

Job title: _____

Job location address: _____

Number of hours per week: _____ Begin Date: _____ End Date: _____

2. CURRICULAR CREDIT FOR THE INTERNSHIP

In order for the student to qualify for CPT, the student **MUST either get credit in a course** (such as an internship course or an independent study) **or the work MUST be required for the degree**. The department head MUST certify and check ONE of the following:

A) _____ The student will get credit in a course. (The course must be taken EITHER concurrently or in the fall semester immediately following the work if that work is in the summer.)

Course Title & Number: _____

Semester student will take course: _____

B) _____ The work is required for the student's degree program.

Number of hours internship required for degree: _____

Degree program: _____

3. AUTHORIZATION BY DEPARTMENT CHAIR OR STUDENT'S ACADEMIC ADVISOR

Name of Department: _____

Signature of Department Chair or Academic Advisor: _____

Name [please print]: _____