**UMBC IES Office**

**Curricular Practical Training (CPT) Application**

**Curricular Practical Training (CPT) gives international students with F-1 status the opportunity to work in paid internships off campus. CPT must be an established part of the curriculum, and almost always requires that students enroll in academic credit or PRAC notation.**  Please read through the following information to learn more and determine if you are eligible to apply.

**To ensure timely processing of your application, please follow the instructions in the order below:**

1. Make sure you do not have an outstanding bill by checking your MyUMBC account, under billing, under Account inquiry. **Students with an outstanding bill will not be able to be approved for CPT**, as you cannot enroll in the required course or PRAC.
2. To begin your search for an internship, you can utilize the services of the **UMBC** **Career Services Center** (CSC, located on the 2nd floor of the Math/Psych building). Call or stop by the CSC, or utilize their online appointment system, to make an appointment
3. Obtain an internship/job offer letter from the employer. **CPT cannot be authorized without an offer letter, and is specific to one employer.**
4. Next, add your work experience to your academic transcript using one of the two options below:

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| --- | --- |
| **PRAC Notation Procedure** | **Academic Credit Procedure** |
| 1. Complete the Student Information section on the back of this form thoroughly.  2. Have your academic advisor complete Academic Information on the back of this form using your job offer letter.  3. Contact the **Career Services Center (CSC)** to make an appointment at [internships@umbc.edu](mailto:internships@umbc.edu); Math/Psych Building, 2nd Floor, or 410-455-2216  Take this application and your job offer letter to CSC during your appointment time to meet with an internship employment staff member.  **Deadline:** Varies by semester. Usually one month into regular semesters; first few days of winter session; mid- July for summer session. Please contact the Career Services Center for specific deadlines. | 1. Complete the Student Information section on the back of this form thoroughly.  2. Take this application and your job offer letter to your academic department.  3. Have your academic advisor complete Academic Information on the back of this form. **Make sure your advisor indicates which course you will be enrolled in for academic credit.**  **Deadline:** end of add/drop period of semester/session of internship |

1. **Grad Students Only**: Have your Graduate Program Director (GPD) sign under Academic Information on the back of this form.
2. Drop off or email the completed CPT application along with your job offer letter to the IES office, and we will add the CPT work authorization to the 3rd page of your I-20 within one week.

\***Your CPT must be approved before you can begin working in your internship!**

Upon processing, you will be issued a new I-20 showing that you are authorized to work **for the specific employer and timeframe** indicated on your CPT application form and job offer letter. **Please note: working without authorization can cause serious issues or denials in H1-b and permanent residency applications!**

**Additional information and details concerning CPT can be found on our website at** [**ies.umbc.edu**](file:///\\sharedvol.ad.umbc.edu\Dept\IES\F-1\CURRENT%20STUDENTS\ies.umbc.edu)

Contact IES with additional questions at [ies@umbc.edu](mailto:ies@umbc.edu) or 410-455-2624

**Student Information: To Be Completed by Student**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus ID: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester or Session \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CPT work will be (check one): **□ Full Time (More than 20 hours per week) □ Part Time (20 hours or less )**

Do you have a financial hold for an outstanding bill? **□ YES □ NO** (You can verify this in your MyUMBC account, under Billing, under Account Inquiry)

**Course Relevance**: CPT must be integral to or required for your degree. How does this training opportunity or internship directly relate to your coursework? In detail, explain how this training is integral to your degree. **This is required for CPT authorization.** (Attach a separate page if more room is required)

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To be eligible to work off-campus in a paid internship, international students must prove that the internship they intend to pursue isestablished part of the curriculum. This is an immigration requirement and is interpreted to mean that the internship is either required, OR supported by the academic department as pertinent and beneficial to the student’s program of study, and noted on the transcript through academic credit or PRAC notation, which the student has described in the section above.   
  
We ask that you review the above information to help us determine whether the proposed work experience meets government guidelines for CPT, and sign the statement below if you approve of the position.

**“I have read the detailed position description and the student’s explanation of course relevance. I confirm that this position is appropriate for CPT based on the description of the CPT requirements above, and that the work will not delay the student’s graduation.”**

Name of Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

IF APPLICABLE, Academic Course Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAD Students: GPD approval is required**. GPD name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPD signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does this student have a Graduate Assistantship? □ YES □ NO**

(if yes, please confirm that you support the student’s participation in this internship, and believe it will not interfere with their assistantship responsibilities or academic coursework by initialing below. If the student will receive the PRAC notation for their internship, as opposed to academic credit, they are still required to be registered full-time -- 4 academic credits for Graduate students with a full-time assistantship -- in addition to the internship, which does not count for credit)

**Initial here:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Information: To Be Completed by Academic Advisor, Graduate Program Director**

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Employer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRAC semester/session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSC Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CSC Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRAC Notation Information: To Be Completed by Career Services Staff Member**

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