

CPT: CURRICULAR PRACTICAL TRAINING

Requirements

- 1 CPT application, completed and signed by academic adviser
- 2 Enrollment in the Career Center's PRAC course and/or academic credit
- 3 Job offer letter

For more information about CPT, visit ies.umbc.edu/working-off-campus/

Please direct any questions about CPT to ies@umbc.edu

For the student to complete:

Name _____ Campus ID _____

Have you been enrolled full-time in college-level courses for at least 2 regular semesters? Yes No

Do you have an **overdue** bill at UMBC? (Please check your *myUMBC* account) Yes No

Company name _____

Company address _____

Position title _____ Desired CPT start date _____ end date _____

Check one part-time (20 hours or less per week) full-time* (more than 20 hours per week)

**Usually only permitted during summer or winter*

How does this position relate to your academic program (major) at UMBC? (1-2 sentences)

You must enroll in one or both of these courses. Please indicate in which course(s) you will enroll:

- The Career Center's PRAC course Enroll here: <http://careers.umbc.edu/earn-academic-credit/>
**Allow 5 business days for registration to be reviewed. Contact internships@umbc.edu if your employer requires faster approval.*
- Academic credit Research/Internship/Independent Study credit

By signing my name below, I acknowledge that:

- I am only authorized to work during the specific time period authorized by IES on page 2 of my I-20.
- I understand that to continue working after the approved dates I must submit a new complete CPT application in advance.
- I understand that, in order to maintain my professional integrity and that of the University, it is extremely unlikely I would be permitted to change employers once CPT is approved.

Student signature _____ Date _____

(over, please)

For the academic (departmental) adviser to complete:

To be eligible to work off-campus in a paid position, F-1 international students must prove that the work experience they intend to pursue is an established part of the curriculum. This immigration requirement is interpreted to mean that the work experience is substantially related to the student's program of study, will contribute to their educational experience in your program, and is recorded on the transcript. Please contact ies@umbc.edu with any questions.

To add this work experience to their transcript, the student will enroll in:

PRAC (Career Center Practicum course) _____ (list actual course number)
Research/Internship/Independent Study credit

Does this student have a department-funded graduate assistantship (GA, RA, TA)? Yes No
If yes, please complete the box below

Graduate Assistants (to be completed by GA supervisor)

- The graduate assistantship is part-time full-time
- I do not expect that the student's participation in CPT will adversely impact their academic performance or their ability to fulfill their obligations as a GA.
- If the CPT work will be done on campus, I understand the student must complete the Graduate School's "Request for Additional On-Campus Employment for a Graduate Assistant" form.
- **If applicable**, the student's GA responsibilities require that they do not begin CPT work until this specific date: _____ or work in CPT beyond this specific date: _____

Initial and date here _____

We ask that you sign below to confirm your agreement with the following statement:

"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 I do not expect that the work will adversely impact the student's academic progress."

Academic adviser's signature _____ Date _____

Academic adviser's name (printed) _____

Graduate Program Director (GPD) approval is required for all graduate students.

"I support the student's participation in this CPT work experience as described in this application."

GPD's signature _____ Date _____

GPD's name (printed) _____