



Curricular Practical Training Application

I. For the Student to Complete

Fill out this form and bring it to the International Student Services office with the **required documents**:

Last Name	First Name	Student ID Number	
Course Title	Course Number	Practicum Start Date	End Date
Faculty Member	Employer Name	Employer Address	

Documentation Requirements:

- Letter from your employer according to the following instructions:
 - Printed on company letterhead
 - Include the approximate number of hours worked per week
 - List the start and end dates of employment
 - Include the approximate number of hours worked per week
 - List the salary (if any)
 - List the supervisor’s name from the catalog
- A copy of the course description from the catalog
- Proof of enrollment in the class (screen shot of Student Planning page, drop/add form, or transcript)

II. For the Advisor to Complete

I have spoken with the student listed above and agree to enroll this student in the course. As part of the course work for the above class, the student must engage in an off-campus employment experience. This course and the work experience are an integral part of the Cedarville University curriculum and the student’s major area of study. The student should benefit significantly from this experience. I will communicate with the student’s employer in order to evaluate the student’s performance. I recommend that the student be authorized by International Student Services to enroll in this course and experience.

Advisor’s Name (please print)

Advisor’s Signature Date

III. For International Student Services to Complete

I have reviewed this application and determined that the student meets the qualifications for the curricular practical training.

- Verify student eligibility for CPT
- Update the student’s SEVIS record with CPT authorization
- Print new I-20 for the student showing authorization with signature
- Include a copy of new I-20. CPT application, course description and employer letter in student’s file

DSO Name (please print)

DSO Signature Date