

International Student  
CPT Authorization Request

Complete this form with the required documentation listed below. Submit the form to a UNA Designated School Official (DSO)

Notes on CPT Authorization

Code of Federal Regulation 214.2(f)(10)

(10) Practical training. Practical training may be authorized for a student who has been lawfully enrolled on a full time basis, in a Service approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic year in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training. A student becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Student exchange and language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available:

214.2(f)(10)(i)

(i) Curricular practical training. A student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving the Form I-20 with the DSO endorsement.

Student CPT Eligibility

- In Active status in SEVIS
- Registered as full-time student
- Completed at least two consecutive semesters as an academic student
- In Good Standing academically

Position CPT Eligibility

- Related to major (minors are not eligible for CPT)
- Matched to credit-bearing course
- Must have instructor supervision

Reminders for Curricular Practical Training

1. CPT Authorization is date specific. Watch your dates. The authorization is only valid for the dates listed on the I-20. Start and end dates of the semester for the CPT authorization

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Part 1: About the Student

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Student ID Number: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

UNA Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

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Part 4: CPT Internship Information

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

Employer Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor Title \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email \_\_\_\_\_

Hours per week of activity \_\_\_\_\_

Are you enrolled in other UNA courses in the same semester as this course?  Yes  No

Description of CPT Internship (Provide details AND include a written offer)

Please continue on additional pages or provide attachments as necessary.



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Part 6: Student Acknowledgement

- x I understand that I am studying in the United States on an F-1 visa. This visa status requires that all off-campus employment activity be authorized under Curricular Practical Training (CPT).
- x I am enrolled in a course at the University of North Alabama. This CPT internship is in fulfillment of course objectives under the supervision of the course instructor shown above.
- x When CPT authorization is shown on page 2 of the Form I-20, my CPT internship is legally authorized and I can be verified in the E-Verify system.
- x CPT internship must not occur outside of the authorized dates as shown on the Form I-20 and must be limited in number of hours to the extent authorized on the Form I-20. Part-time CPT employment must not exceed 20 hours in any seven-day period. Full-time CPT employment requires more than 20 hours per seven-day period.
- x If the CPT internship changes in scope from the documentation provided at the time of authorization, I must notify the instructor and the school official immediately.
- x If the CPT internship begins prior to the authorization dates, I must notify the instructor and the school official immediately.
- x The penalty for unauthorized employment is termination of the F-1 status in the United States.

By signing below, I acknowledge that I have read and understood the statements above, and I agree to abide by them.

Student Name \_\_\_\_\_