

**CURRICULAR PRACTICAL TRAINING (CPT)
CHECKLIST FOR PRACTICAL TRAINING**

Eligibility:

- The student must have been enrolled in full-time study for at least *one academic year* prior to applying.
- The training must be directly related to the student's degree.
- The student *must* register for academic credit *before* submitting the application to ISAO.
- The student *must* complete the CPT Blackboard presentation and test *before* submitting the application to ISAO.
- Combined on-campus and CPT employment must not exceed 20 hours per week during the Fall and Spring Semesters: Weekly averaging is illegal.

Please leave the following materials at the ISAO front desk for processing:

- Offer letter from employer on company **letter head, signed and dated**, including **job title, start and end dates and duties**. E-mail employment confirmations will not be accepted. An updated offer letter is required each time CPT is renewed.
- Completed CPT agreement signed by the student and the faculty advisor. This agreement is required each time CPT is renewed.
- Course enrollment verification.

AGREEMENT ON ACADEMIC REQUIREMENT FOR F-1 CURRICULAR PRACTICAL TRAINING

Introduction: In order to be eligible to participate in curricular training under DHS (Department of Homeland security) law, the training must be an integral element of the degree program or a requirement for the degree. Curricular training requires enrollment in a class.

In order to earn academic credit for an internship or curricular training, a student must not only meet the work requirements set down by his/her employer, but also academic requirements established by the University and the academic unit. This agreement expresses the mutual commitments made by the individual student, the academic unit and the International Student Affairs Office ---**for DHS monitoring 8CFR214.2(f) (10) (i)**

Processing may take up to 10 business days. Be sure to submit your application materials in a timely manner.

*In compliance with FERPA regulations, ISAO advisors are unable to discuss your CPT applications without written permission. ISAO advisors will only discuss the CPT application process in general terms.

The academic unit in which the student holds his/her academic major will provide the student with a faculty supervisor. Information referenced in this section must be made available to ISAO upon request.

The Faculty Supervisor will:

- Initiate contact with the student to establish learning objectives with specific academic goals, activities, timetable, and outcome, and communicate in writing the requirements that must be met to achieve these objectives.
- Ensure that the employment is integral to the student's academic major.
- Encourage feedback from the student, and the student's employer at least once during the placement.
- Give a final grade on the requirements set down under the agreements (if part of the course requires a grade assessment)

The Student will:

- Communicate with the faculty of progress during the internship.
- Meet work requirements as set down under the internship **without exceeding maximum hours for fall or winter semesters.**
- Fulfill the requirements set down by the faculty supervisor.

1. It has been agreed to that this student has enrolled in course _____ for the _____ term of study for _____ credit hour/s. (course number)
(term and year)

2. This internship experience will be coordinated with the following:

Business name: _____

Address: _____

ZIP CODE: _____

3. Student's expected graduation date: _____

- I, _____, with UMKC ID: _____ certify that the combined curricular practical training hours and any on-campus work will not exceed 20 hours per week during fall or winter semester.
- I understand that averaging weekly work hours is illegal.
- **I fully understand that I may not begin work until a DSO in the International Student Affairs Office has authorized CPT by issuing a new SEVIS I-20 to me.**

Student has a Social Security Number: Yes No

Will CPT be over 20 hrs per week? Yes* No (*Over 20 hrs is considered full time)

Start date _____ End date _____

Student Signature _____ (date)

Faculty Supervisor _____ (signature) _____ (date)

Print name of Faculty Supervisor _____

Academic Unit _____

ISAO Designated School Official _____ (signature) _____ (date)