CURRICULAR PRACTICAL TRAINING (CPT)

Application Process

Students in F-1 status who will be participating in an internship for which the students will receive credit or as a mandatory requirement for the major must apply for curricular practical training through specific procedures as established by the United States Citizenship & Immigration Services (USCIS). These internships can be paid or un-paid. In all cases, students must have obtained permission prior to beginning the internship.

For more information about CPT, please contact the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing globaled@radford.edu.

Steps to Follow

1) Arrange for placement with your faculty advisor.

2) Complete the "Curricular Practical Training Authorization Request Form" included in this packet. Make sure to get all the required signatures.

3) Turn in the request forms and your most recent I-20 to the International Student Advisor.

4) Once a new I-20 has been issued with the CPT authorization on the last page, you can begin your internship. **Do not begin work without the authorization in hand.**

Please note:

- Processing time is approximately 3 days.
- **Students who begin working without written permission in hand will be breaking U.S. law and will be out-of-status with immigration authorites.**

When ready, please submit all paperwork to:

International Student Advisor
McGlothlin Center for Global Education and Engagement
Cook Hall #105
Email: globaled@radford.edu

RADFORD UNIVERSITY

McGlothlin Center for Global Education and Engagement

CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION REQUEST FORM

Part I: To Be Completed By Student

Name: _____

E-mail: _____

Phone: _____

Local Address in the U.S.: _____

_____

Student's Signature: _____ Date: _____ (MM/DD/YYYY)

Part II: To Be Completed By Faculty Supervisor/Advisor

Please complete the following information for the student mentioned above:

Term: _____

Will the Student Receive Credit for this Internship? ◯ Yes ◯ No

Is this Internship Required for the Student's Major? ◯ Yes ◯ No

If the Student Will Receive Credit for the Internship:

Internship Course number: _____

Total Number of Credits Student Will Earn: _____

Student's Major (s): _____

Dates of Internship/Employment: _____ to _____ (MM/DD/YYYY)

The above student is engaging in this off-campus placement setting as:

◯ Part-time (20 or less hours/week) - Paid ◯ Part-time (20 or less hours/week) - Unpaid

◯ Full-time (21 or more hours/week) - Paid ◯ Full-time (21 or more hours/week) - Unpaid

Faculty Supervisor/Advisor Signature: _____ Date: _____ (MM/DD/YYYY)

Faculty Supervisor/Advisor Name: _____

801 E. Main Street | Box 7002 | Radford | VA |24142 | USA
Phone: (+1) 540.831.6200 | Fax: (+1) 540.831.6588 | globaled@radford.edu | www.radford.edu

Part III: To Be Completed By Site/Employment Supervisor

Company Name: _____

Company EIN: _____

Site Address: _____

_____

Student's Job Responsibilities:

Site Supervisor Signature: _____

Site Supervisor Name: _____

Site Supervisor Title: _____

Site Supervisor Department: _____

Site Supervisor Phone: _____

Site Supervisor Email: _____

Date: _____ (MM/DD/YYYY)

FOR MCGEE OFFICE USE ONLY

Request: ☐ Approved ☐ Denied

Reviewed By: _____

Date: _____