



What is CPT?

CPT is an employment option available to F-1 students if the practical training (or employment) is considered to be an integral part of the curriculum or academic program. According to the immigration regulations, this employment - either paid or unpaid - may be an internship, or any other work experience that is either required for your degree (as defined in the course catalogue), or for which academic credit is awarded.

PLEASE READ THE FOLLOWING, SIGN THE BOTTOM AND COMPLETE THE ATTACHED CPT APPLICATION AND SUBMIT TO THE MCCULLOCH CENTER ALONG WITH YOUR OFFER LETTER

What are the eligibility requirements for CPT at MHC?

- I must be maintaining valid F-1 status
- I have been enrolled full-time for at least one full academic year.
- The employment must clearly be related to the student's major field of study. Students are not eligible for CPT until they have declared a major.
- **CPT should not be utilized for a work experience or internship that is solely beneficial for career development**
- You **HAVE TO BE** enrolled in the COLL 211 course or an independent study with practicum (either 295P or 395P) in the semester following your internship. **Failure to enroll in and complete the class will result in immediate violation of your legal status and will result in your SEVIS record being terminated.** It is the student's responsibility to fulfill all requirements of CPT.
- There is no limitation upon the length of time you may participate in CPT, but if you participate for twelve months or more of full-time CPT, you will not be eligible for any type of optional practical training
- Students who have already completed all requirements for their degree are not eligible for CPT
- CPT can either be part-time (20 hours per week or less) or full-time (anything above 20 hours per week) based upon approval of the academic advisor and authorization by the McCulloch Center
- Students may not enroll in the COLL 211 class more than once
- Students must obtain a separate endorsement for each CPT employer
- **The McCulloch Center has the right to deny a CPT request if there is not a clear connection to a student's academic major**
- While on CPT, you are not allowed to work as an independent contractor for any employer.
I have read these requirements and certify that I will agree to meet them or I will lose my legal immigration status

Student Signature: _____ Date: _____



APPLICATION FOR CURRICULAR PRACTICAL TRAINING

All fields on this form are required. Do not begin any employment until CPT has been approved and a new I-20 form has been issued to you. **We are unable to back date CPT start dates. Incomplete applications will not be accepted.**

STUDENT NAME: _____ EMAIL: _____

CLASS YEAR: _____ MAJOR(S): _____

INTERNSHIP EMPLOYER'S NAME: _____

INTERNSHIP EMPLOYER'S FULL PHYSICAL ADDRESS: _____

INTERNSHIP JOB TITLE: _____

STARTING DATE: _____ END DATE: _____

HOURS PER WEEK: _____ (over 20 hours a week is considered full time)

LIST PREVIOUS DATES OF CPT (full and part time): _____

COURSE REQUIREMENT (please check which box applies)

I AM/WILL REGISTER FOR THE COLL 211 COURSE (this course is only offered in the fall and can only be taken once)

YES: _____ NO: _____

I WILL DO AN INDEPENDENT STUDY WITH A FACULTY MENTOR YES: _____ NO: _____

COURSE REGISTERED FOR: 295P _____ 395P _____

HOW MANY CREDITS? _____

TITLE OF INDEPENDENT STUDY PROJECT: _____

I acknowledge and understand that, following my internship, I am making a commitment to take COLL 211 in the fall following my internship, or to conduct an independent study project supervised by the Mount Holyoke faculty mentor listed below. I realize that failure to do so is a violation of my immigration status and the honor code and my SEVIS record will be terminated.

Student Signature: _____ Date: _____

EDUCATIONAL PLAN FOR CURRICULAR PRACTICAL TRAINING

Internship Description: Include information about the sponsoring organization or company and as much information as possible on your anticipated responsibilities. State how your internship is directly related to your academic major.

Description of Proposed Project, Paper, or Performance for Coll 211 or the independent study: The proposed work should go beyond any assignments completed for the sponsoring internship organization/company.

REQUIRED: (faculty advisor must complete this section not the student. We will not be able to accept the form if student completes this part)

By signing this, I have reviewed the student's internship offer letter and agree that the internship is directly related to the student's academic major at Mount Holyoke.

Please explain **in detail** how does this internship meet the student's academic objective? **CPT should not be utilized for a work experience or internship that is solely beneficial for career development of the student**

Faculty Advisor Name: _____ Academic Department: _____

Faculty Signature: _____ Date: _____