



Updated 2024

Request for CPT Authorization

**** Please print all information clearly and legibly to avoid and delays in processing. ****

Part I Student Personal Information—to be completed by the international student

Name: MU ID#

Personal Email: Telephone: ()

Social Security Number: ----

Student's program end date as listed on the I-20:

Student's address while on internship (only if different from Current Address)
 Zip

Have you previously been authorized for Curricular Practical Training (CPT)? Yes No

If yes, list all CPTs:

Have you been previously authorized for Optional Practical Training (OPT)? Yes No

Degree Being Sought (BA, BS, etc.): Major/Minor Area of Study:

Requested CPT Date (From): (MM/DD/YYYY) (To): (MM/DD/YYYY)

The following statement must be read and signed by the above-named student:

1. An F-1 student cannot begin work until the I-20 is authorized for CPT. This authorization is located on page 2 of the I-20, and lists the employer name and location, dates of employment, and full or part authorization. It is the student's responsibility to verify the authorization before working. Working without first obtaining this authorization will result in the student's loss of legal status in the U.S. Initials
2. Student who is on CPT is required to notify the IPO of any changes of address within 10 days. Initials
3. The IPO cannot release a CPT I-20 until a student's cumulative GPA is verified. Student must have at least 2.00 GPA. Initials
4. Student must have enrolled full-time in F-1 status for two consecutive semesters. Initials
5. If an F-1 student requests more than 12 months of full-time CPT, the student will not be eligible for Optional Practical Training. Initials
6. An F-1 student is eligible for one CPT for one employer per semester. An F-1 student may not work as an independent contractor and must be on the payroll and appropriate Federal/ State income taxes must be withheld from the student's paycheck. Initials

The following documents must be submitted with this application:

- Copy of unexpired passport
- I-94 please print from CBP website: <https://i94.cbp.dhs.gov/i94/#/home>
- Letter from employer including job title, description of duties and dates of employment
- Proof of GPA
- Proof of registering for internship academic class

By signing, I verify that the information provided on this form is complete and accurate to the best of my knowledge.

Student Signature: Date:



Updated 2024

Request for CPT Authorization

**** Please print all information clearly and legibly to avoid and delays in processing. ****

Part II: Internship Information—to be completed by the student’s Academic Advisor

Student’s Name: MU ID:

Name of Academic Advisor: MU Ext:

Internship (Full-time is defined as 40+ hrs per week, part-time 20 or less) Full-time Part-time

Requested CPT Date (From): (MM/DD/YYYY) (To): (MM/DD/YYYY)

Semester student will be engaged in Internship: Fall Spring Summer

This internship is:

Required for a specific course # with an embedded internship component

Part of the student’s program of study of a specified duration, Internship course #

How does the internship relate to the student’s field of study:

Name of Employer/ Company:

Contact Person for Student’s Internship:

Address of Internship Employer / Company:

Zip

Signature of Academic Advisor: Date:

Part III: Student Immigration & Internship Authorization Information—to be completed by the PDSO or DSO

The above-names student has been in the US in lawful full-time student status since:

The above-named student:

is authorized in an internship (CPT) at the above-named place of employment

From: To:

is not eligible to participate in an internship for the following reason(s):

Signature of PDSO/DSO: Name/ Title of PDSO/ DSO:

Date: