

Curricular Practical Training (CPT) Application Form

Please read the instructions and information below before completing and submitting your application for Curricular Practical Training (CPT).

Curricular Practical Training (CPT) is a type of practical training authorization that you may be eligible for during your program of study if your program requires an internship, externship, practicum, clinical, or other type of off-campus training related to your major. **To be eligible for CPT, the training must be required for the completion of your degree.** There are application forms that must be submitted prior to receiving authorization.

You must be approved for CPT and receive authorization on page 2 your I-20 before you may begin your training, even if your training is unpaid. You must complete this form to apply for your authorization, but you do not have authorization to engage in off-campus training until you receive your I-20 with the authorization on page 2 and on or after the CPT start date documented on this I-20.

This form and any other documentation required for your CPT application should be submitted to the [ISS Document Submission eForm](#) at least 5 business days before the projected start date of your training. Incomplete applications will not be accepted.

CPT Eligibility:

- You must have completed 2 semesters of full-time enrollment while in F-1 status at Saint Paul College.
- You must be able to demonstrate that the training is required for the completion of your degree. If the training is associated with a required course, you must be registered for the course at the time you are applying for CPT.
- The internship experience must be directly related to your major/field of study at Saint Paul College.

Each CPT application is subject to college approval. Past CPT authorizations do not guarantee future approval.

CPT Authorization Dates:

- The requested dates of your CPT must align with the semester in which the training is required for your program.

There are three parts to this form that require signatures and information from three different parties:

1. You (the student)
2. Your faculty/instructor or department chair
3. Your supervisor at your training site

You as the student are responsible for contacting these parties and obtaining the required signatures.

If you have any questions about this form or the CPT application process, please contact International Student Services at international@saintpaul.edu or 651-403-4470.

Curricular Practical Training (CPT) Application Form

Part 1. To Be Completed by the Student

Student Name: _____ Tech ID: _____

Major/Degree Program: _____ Anticipated Graduation Date: _____

I-20 Program End Date: _____ Passport Expiration Date: _____

Training Site/Employer: _____ Position Title: _____

Training Site/Employer Address: _____

Requested Dates of Practical Training/Internship: ____/____/____ to ____/____/____

Hours per week (check one): ____ Part-Time (1-20 hours/week) ____ Full Time (21-40 hours/week)

Please check one of the boxes below that best describes how this training is integral to your degree:

____ The training is **required for a course** that is **required for me to complete my degree program**.

If yes, please list the course (ex: CULA 1700): _____

____ The training is **not required for a course**, but is **required for me to complete my degree program**.

I certify that the above information is correct. I understand that my CPT application is not complete until the rest of this form is complete and I have obtained all required signatures from all necessary parties/individuals. I understand that I am not authorized to start my training until I have received my I-20 with my CPT authorization on page 2 and it is on or after the CPT start date documented on the I-20. I confirm that the training for which I am applying for authorization is needed to satisfy a degree requirement. If this requirement is a required course, I understand that I must remain enrolled in that course throughout the semester to remain eligible for CPT. I understand that failure to remain enrolled in or complete the course may result in my CPT authorization being cancelled, which may lead to a violation of F-1 status for unauthorized employment.

Student Signature

Date

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Part 2. To Be Completed by the Faculty/Instructor or Department Chair

Federal regulations require that F-1 students obtain authorization from the school (on their DHS Form I-20) to engage in an off-campus training or internship experience before they may begin training, even if that training is unpaid and required for all students in the program. **Your verification of the student's training is required before the International Student Services office can provide this authorization for the student.**

Please check each box below as it applies to this student's off-campus training/externship/internship based on the information listed by the student in Part 1.

☐ This training is required for completion of the student's degree program.

If required for a course, please list the course (ex: CULA 1700): _____

☐ This training is required for all students in this degree program for completion of the degree.

☐ I have discussed the training site/position with the student and confirm that it meets the requirements of the degree/class and is an integral part of the curriculum.

By signing below, I indicate that the above information is true based on my best knowledge and information.

Faculty Signature

Date

Faculty Name (please print)

Phone

Academic Department

The student must submit this form. Once the form is complete, please follow the instructions to submit this form on page 1.

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Part 3. To Be Completed by the Practical Training/Internship Site

To the employer/training site supervisor: Curricular Practical Training (CPT) is a type of off-campus training authorization for F-1 international students. The training can be paid or unpaid and must be related to a student's field of study and required for their degree. No sponsorship is required on the part of the employer; however, the college must verify F-1 student training sites and hours before CPT can be authorized. F-1 students should not start working until they have received a CPT authorization annotated on their Form I-20.

If you have any questions about this form or employing an F-1 student for their training, please reach out to Saint Paul College International Student Services at international@saintpaul.edu or 651-403-4470. Thank you for offering a valuable opportunity for a Saint Paul College international student.

Name of Training Site/Employer: _____

Address of Site/Employer: _____

Dates of Practical Training/Internship: ____/____/____ to ____/____/____

Hours per week (check one): ____ Part-Time (1-20 hours/week) ____ Full Time (21-40 hours/week)

Position Title: _____

Job Responsibilities:

Is this a paid position? ____ Yes ____ No ***If yes, student must provide offer letter.***

By signing below, I indicate that the aforementioned information is true based on my best knowledge and information.

Practical Training Site Supervisor Signature

Date

Supervisor Name (please print)

Phone

The student must submit this form. Once the form is complete, please follow the instructions to submit this form on page 1.

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Internal Office Use Only – Designated School Official Attestation

I confirm that I have reviewed the above information and confirm that the student's training is, to the best of my knowledge, an integral part of the student's degree program.

The CPT is authorized in SEVIS on _____.

The dates of the authorization are _____ to _____ and for the internship site/employer listed on this form.

DSO/International Student Coordinator Signature

Date

DSO/International Student Coordinator Name (please print)

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