

## Curricular Practical Training (CPT) Application

Follow CPT Application PROCESS: <http://www.uwosh.edu/oie/iss/degree/current/employment>

1. Thoroughly read all information on CPT, available from the Office of International Education website;
2. Make an appointment to meet with the OIE International Student Advisor to discuss your participation in CPT;
3. Type your answers into this form;
4. Meet with your Internship/Academic Advisor, Chair, or Dean to discuss your training opportunity and request a signature;
5. Request that your training providing company submit an original letter directly to the OIE following the guidelines below;
6. Submit this form to the OIE.
7. If your CPT application can be approved, the Office of International Education will update your I-20. **You are not legal to work or begin job-related training until you have received an updated I-20 – that shows your CPT approval.**

### Required CPT Documents:

- Completed CPT-Application (this form)
- Process Application at Career Services/Internship Office, if applicable
- Original letter from CPT provider indicating ALL of the following *see box on the right*.

This letter must be sent directly to the OIE.

- Title of circular practical training
- CPT start date
- CPT end date
- number of hours of work per week
- Location of practical training
- Supervisors name
- CPT provider's company address, including street, city, state, zip code;
- brief description of focus of the training (must be directly related to your major).

### To Be Completed by the Student:

Name		UW Oshkosh ID	
Degree		Major	
I-20 Expiration Date		Expected Graduation Date	
Company Name		Company Address	
CPT Start Date		CPT End Date	
Title of the Position		Hours	<input type="checkbox"/> 20 or fewer hours/week <input type="checkbox"/> 21 or more hours/week
Brief description of the training:			

### To Be Completed by the Internship/Academic Advisor, Department Chair, or College Dean

CPT can only be approved if the employment offer is directly related to the student's major field of study, is commensurate with her/his academic level, is an integral part of the student's curriculum and either of the following two statements is positive:

- A) This practical training  IS /  IS NOT a graduation requirement.
- B) This student  WILL /  WILL NOT receive academic credit for this training. (Student must be registered for the course(s) at all times during the period of authorized CPT).  
 Course#: \_\_\_\_\_ # of credits: \_\_\_\_\_

Signature, Academic/Internship Advisor:	Department:	Date:
Printed name:	Email Address:	

### To Be Completed by Office of International Education:

Approved by DSO:	Date	FT / PT	From:	To:
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