Black Hills State University International Relations
CPT Curricular Practical Training Request Form

- Internship/training must relate directly to the student's major area of study and is an integral part of the school's established curriculum. Student must register in at lease one credit of internship.
- CPT may occur after one full year of study and must take place before the student's program end-date on the I-20.
- Authorization is for one specific employer and for a specific period of time.
- Student must secure training opportunity before CPT can be authorized. Do NOT begin working until authorized.
- One year of full-time CPT eliminates a student's eligibility for OPT.
- CPT should run in congruence with semester dates.
- This form must be received by the International Office **two weeks** prior to the desired employment start date.

Part I: Completed by Student

Family/Last Name: _____ Given Name: _____

BHSU Student ID#: _____ Major Field of Study: _____

Education Level: ☐ Bachelor's ☐ Master's

☐ Part-Time <20 hours/Week ☐ Full-Time <40 hours/week

Term Requested: ☐ Fall ☐ Spring ☐ Summer _____Year

Requested CPT Start Date: _____/_____/_____
Month *Day* *Year*

- Should correspond with semester dates
- Consult Academic Calendar & Advisor

Requested CPT End Date: _____/_____/_____
Month *Day* *Year*

Enrolled Course: _____/_____/_____/_____
Course Prefix *Course Number* *Course Description* *# of credits*

Attach a job offer letter from your employer that includes the following requirements:

- Employer's letterhead with company name and full address
- Specific start and end dates of employment
- Number of hours per week you will work
- Supervisor's name, email, and phone mumber
- Statement acknowledging this is a temporary internship intended as an academic experience

By signing below, I agree that this internship is directly related to my major field of study and is either required or integral to the completion of my degree/program at BHSU. I understand that the internship cannot be strictly for the purpose of earning money or gaining experience for a future job, or for the opportunity to begin my OPT work early. I will meet all expectations of my academic advisor in order to receive internship credit for the work performed during my CPT period and will not work before or after the approved dates as indicated on my form I-20 and employment authorization letter. I understand that if I violate any of the USCIS F-1 regulations pertaining to CPT, my immigration status may be terminated for failure to comply with all USCIS regulations.

Student Signature: _____ Date: _____

Part II: Completed by Academic Advisor

- As the academic/faculty advisor for the student named above, I verify the following information regarding their intended training opportunity/internship.
- I will monitor the student's participation and academic progress for the total duration of the assigned CPT period and assign a grade based on the employer's evaluation and assignments submitted.
- I verify that the student is enrolled in the course that is stated above
- Describe how the training is curricular, related to the student's major

_____

_____

Name of Academic/Faculty Advisor:_____

Advisor/Faculty's signature: _____ Date: _____