

CAROLINA INTERNSHIP PROGRAM or MICRO-INTERNSHIP CURRICULAR PRACTICAL TRAINING (CPT) APPLICATION

Federal regulations define Curricular practical training (CPT) as employment authorization which fulfills an “integral part of an established curriculum.”

DEADLINES:

- Check with the Career Center to verify all deadlines. Typically, the deadline to apply is 7 days prior to the **add/drop date** of any given semester.

INFORMATION:

- International Student Services **must approve** CPT and provide a new I-20 with CPT information.
- **Your CPT I-20** is needed in order to legally work.
- In most cases, you can work a **maximum of 20 hours/week** total during the school year, off-campus and on-campus employment combined.
- During official summer and winter breaks, CPT can be authorized for up to **40 hours/week**.
- **CPT is work-site and employer specific.** Authorization must be renewed each semester.

ELIGIBILITY:

- You must have been fully enrolled as a student for at least **one academic year**.
- While utilizing CPT, you are required to **maintain F-1 status**, including full-time enrollment.

CAROLINA INTERNSHIP PROGRAM/ MICRO-INTERNSHIP CPT APPLICATION CHECKLIST

- Completed CPT Application (Academic Advisor and Student Sections Official
- Offer Letter from Employer (or completed page 3/Employer Form)
- Signed USC Experiential Education Student Agreement from Career Center

CPT- CAROLINA INTERNSHIP PROGRAM

ACADEMIC ADVISOR COMPLETES THIS SECTION:

1. Student Name:	
2. Will this student be enrolled full-time in academic coursework during the semester of this internship? (<i>Note: full-time enrollment is required for international students. Exceptions include: no enrollment required in summer; students with a valid full-time exemption form on file due to being ABD or in their final semester.</i>)	
Yes	No
3. Will the student continue to make normal progress towards the completion of their degree?	
Yes	No
4. The student's anticipated graduation date is: Fall Spring Summer Year:	
5. Is the requested internship considered an integral component of the student's academic program or major?	
Yes	No
6. Explain how the requested off-campus work relates to the student's academic major or program.	
Certification: <i>In signing this form, I certify the following: I reviewed this student's opportunity and recommend that this student be granted CPT work authorization to fulfill an experiential education opportunity that is integrally related to the program of study. The information I completed on this form is true and accurate.</i>	
Name:	Title & Department:
Phone:	Email:
Signature:	Date:

CURRICULAR PRACTICAL TRAINING APPLICATION EMPLOYER FORM

Curricular Practical Training (CPT) is employment authorization for F-1 students which fulfills an **integral** part of an **established** curriculum. F-1 student must be in status & in good academic standing. The employer, the student, and the academic advisor must agree on clearly defined course objectives for the program, as it must be done to satisfy degree requirements.

****An official offer letter can be submitted in place of this form.****

EMPLOYER COMPLETES THIS SECTION:

1. Student's First Name:		2. Student Last Name:	
3. Employer/Company Name:			
4. Physical Address Where Student Will Work:			
5. Student's Job Title:			
6. Student's Job Duties:			
7. Employment Start Date:		8. End Date:	9. Number of hours per week:
10. Name of Employer Contact Person (<i>supervisor or HR contact</i>):			
11. Title of Employer Contact Person:			
12. E-mail address of Employer Contact:			
13. Telephone Number of Employer Contact:			
<p>Employer Certification:</p> <p>My organization is aware that this training experience will be performed in satisfaction of an integral academic component at the University of South Carolina. IF APPLICABLE: My organization has discussed with the student the possibility of the student conducting research and collecting data while employed with our company and the possible use of this data in the student's thesis or dissertation subject to the approval my organization.</p> <p><i>My signature below confirms that the information on this form is true & accurate. I understand that this information will be reported to the Department of Homeland Security.</i></p>			
Signature:		Date:	