

BSC Student Request for CPT

Your Student ID: _____

Last/Family Name: _____ Student First/Given Name: _____

Program of Study: _____

Your Expected Date of Graduation: _____

Are you currently receiving an on-campus job? ☐ Yes ☐ No

**If yes, indicate the total number of hours per week _____ hours a week*

STEP 1. DESCRIPTION OF CURRICULAR PRACTICAL TRAINING PROGRAM

Your CPT Employer Name: _____

Physical Address of Employment Location: _____

City: _____ State: _____ Zip: _____

Name of Supervisor: _____ Supervisor Telephone: _____

Start date for Curricular Practical Training: _____

Ending date for Curricular Practical Training: _____

Exact dates are necessary to create I-20. Please keep in mind the 7–10-day processing time when selecting a start date.

Number of hours per week (0-20 = part-time; 21+ = full-time): _____

(Please initial) _____ I verify that my offer letter states that this position is an internship, practicum or co-op experience. I understand that this letter will be reviewed by the DSO.

*** Upload offer of employment letter through [BSC Admissions Secure File Dropbox](#).**

What are your job responsibilities? _____

What are your goals in undertaking this internship? _____

How is this internship related to your field of study and how is it a necessary part of your degree? _____

With my signature, I attest that the information above is true and correct.

Student's Signature: _____ Date: _____

STEP 2. CURRICULAR PRACTICAL TRAINING ENDORSEMENT FORM

Pages 2 and 3 of this form are to be entirely completed by Academic Advisor or Department Chair

ACADEMIC ADVISOR, ASSISTANT DEAN or DEAN:

First please review the Student Request for CPT form, completed by the student. Then, you must fill out pages 2 and 3 in their entirety, below. *Please note: Curricular Practical Training (CPT) is a type of employment authorization that is available to international students in F-1 status and is granted for an internship or practicum experience that is defined by U.S. immigration regulations as being an integral part of the student's curriculum. "Integral" for the purposes of immigration is defined as employment or training in a practical setting which is necessary to the completion of a degree. In addition, pursuit of a CPT experience should not delay the student's completion of studies. CPT should be of utmost academic benefit and is not a means towards pure off-campus employment.*

This information we are requesting of you is to help ensure that Bismarck State College is in compliance with immigration regulations per United States immigration regulations found in 8 CFR 214.2(f). Please complete this form and then at the end of page 5, you will be asked to write a letter as to the importance of this internship to the student's curriculum. **Please note: Students must be registered for credit while participating in curricular practical training.**

Name of the student who is applying for CPT: _____

First, check which position applies to you:

☐ I am the student's academic advisor ☐ I am the Assistant Dean ☐ I am the Dean

1. I have reviewed the Student Request for CPT form which lists employer/employment details. ☐ Yes ☐ No

2. After reviewing the student's offer letter and position description, please write the following employment details here to verify student has discussed the position with you:

Employer Name: _____

Position Title: _____

Will the student work part-time (up to 20 hours) or full-time (more than 20 hours) in this position?

☐ Part-Time ☐ Full-Time

3. As required by the CPT regulations, I have confirmed that the offer letter states this position is an internship, practicum, or co-op experience. ☐ Yes ☐ No

4. Is the student in good academic standing and meeting departmental expectations? ☐ Yes ☐ No
(If the answer is "No," the student should not be eligible for Curricular Practical Training)

5. Note which of the following applies to this student's curricular practical training (check all that apply):

- ☐ It is a requirement for all students majoring in this program.
- ☐ It is an elective experience (not required)
- ☐ Multiple work terms are anticipated (Please note that CPT is authorized on a semester-basis only. Students wishing to do more than one semester will be required to submit a new application each time).
- ☐ This employment will not interfere with the student's ability to complete their studies in a timely manner.

STEP 3. CURRICULAR PRACTICAL TRAINING ENDORSEMENT FORM (continued)

Pages 2 and 3 of this form are to be entirely completed by Academic Advisor or Department Chair

7. Please provide the student's expected date of graduation (month/year): ____/____/____

8. How many credits does the student have remaining to graduate? _____ credits

9. Has the academic advisor met with the student to establish specific course objectives the student will be expected to achieve during the training? ☐ Yes ☐ No

Please note: Students must be registered for credit while participating in curricular practical training.

For this position at: _____ the student will take _____ .
(Employer/Company Name) Course
Example: ENRT 220: Practical Application

Is the internship a credit bearing course a part of the program requirement? (Y/N) _____

Academic Advisor/Department Chair Statement:

As the student's academic advisor or department chair, I have filled out pages 2 and 3 entirely. I have reviewed the curricular practical training program outlined by the student and consider the employment to be related to the student's program of study and is considered an integral part of the student's curriculum, and that it is an internship, practicum or co-op experience as per U.S. immigration regulations found in 8 CFR 214.2(f). I approve the amount of time requested as necessary to complete the goals and objectives of the internship. With my signature, I recommend that you authorize this student to participate in curricular practical training as described. I understand that CPT is designed to provide practical training and is not a mechanism for the student to simply work off-campus and earn money. Failing to adhere to the regulations could result in the student violating immigration regulations and could jeopardize BSC's ability to host international students. My signature confirms that the information in the student's application and on this form is true and that this employment information will be reported directly to the Department of Homeland Security so that BSC may authorize this employment.

Signature of Academic Advisor, Assistant Dean or Dean: _____

Printed Name and Title _____ Date _____

Email Address _____ Telephone Number _____

Academic Advisor, Assistant Dean or Dean:

In addition, please write a letter on BSC letterhead paper which states the student's job title and job duties as you know them to be and how this particular internship, practicum or co-op experience is necessary to this student's degree plan. Explain how this internship is directly related to the student's program of study or academic goal and how the student will continue academic progress during the completion of this experience. Please give this letter back to the student along with this "Curricular Practical Training Endorsement Form" that you completed and signed. We appreciate your assistance! This information is kept on file to justify the granting of this practical training authorization as per U.S. federal immigration regulations under 8 CFR 214.2(f).

STEP 4. STUDENT RESPONSIBILITY STATEMENT

- With this application, I certify that I have read all pages of this application in full and have submitted all required documents to the BSC Admissions office as listed in **STEPS 1, 2 and 3**. If my application was not complete upon submission, the time needed to process my application will be delayed.
 - **Upload required documents** through [BSC Admissions Secure File Dropbox](#).
- I certify that I have submitted an offer letter which states the position is an internship, practicum or co-op experience.
- I understand it takes 7-10 days to process my CPT application and to receive authorization on my SEVIS record. I also understand that it is not possible to expedite the process via inquiries made at the BSC Admissions Office.
- I understand that if there is a hold on my account which prevents me from getting registered for co-op credits at the BSC Admissions Office, my application process will be delayed until the hold is removed and I can be registered for co-op credits. It is my responsibility to notify academic advisor when the hold is removed.
- I will explain to my employer the importance of immigration regulations and work authorization, and that this set processing time is needed to ensure accurate processing of my CPT. If I have not allowed enough time for processing, I must explain to my employer that my start date may be delayed.
- No CPT is available after any I-20 extension. I understand that students are no longer eligible for CPT and must apply for OPT instead if a student has already extended their I-20 previously.
- I will begin work only once my CPT is authorized and only after the start date on my CPT has arrived. I understand that working without authorization creates serious implications for my immigration status.
- I understand that if I am requesting part-time CPT authorization, my total work hours (any on-campus plus off-campus employment) cannot exceed 20 hours/week.
- If I am graduating at the end of the term in which I am doing CPT, I understand I cannot do only CPT and must remain registered for credits during this final term, in addition to my CPT credits – and I agree to request a Reduced Course Load if I will be less than full-time.
- I understand that I must stop working on or before the CPT end date on the I-20. If I want to continue CPT past that date, I agree to fill out another complete CPT application and will allow 7-10 days for processing. If I fail to extend my CPT and work without authorization, I understand that this will have serious implications for my immigration status.
- CPT is considered to be practical training in your field that benefits you in your academic program of study. It is not intended to be a means towards off-campus employment or a permanent position. F-1 students are considered non-immigrants and the main goal for F-1 students is for academics and obtaining a degree, not for you to be able to work off-campus. Repeatedly seeking off-campus employment, switching positions and appearing to be planning your academics and graduation around your employment can lead to the BSC Admissions Office and USCIS questioning your intent as an F-1 student. When seeking off-campus employment, ensure that your off-campus employment is always directly related to and integral to your academic program and approved by your academic advisor.
- Because CPT is being done to satisfy a degree requirement, the employer, the student, the student's Academic Advisor, and the BSC Admissions Office must agree upon the suitability of the employment and that the objectives for the program is clearly defined. Applying for CPT does not automatically guarantee CPT.
- I understand that this permission for the internship is valid only for the employer given in this application. If I want to switch employers, I understand that I must stop working and apply for new CPT authorization for the new employer by completing a new CPT application.
- While on CPT, I understand that I must keep the BSC Admissions Office up to date with changes to my name, address, and employer address within 10 days of any change.
- I understand that failure to comply with any of the above conditions could result in loss of my F-1 status.

Student Signature: _____ Date: _____

-You are required to keep a COPY of this page for your records.

STEP 5. CURRICULAR PRACTICAL TRAINING HEALTH INSURANCE STATEMENT

To apply for Practical Training, I understand I must be continuously registered for classes at BSC and therefore realize that I will be charged for health insurance. Even if my employer provides me with health insurance during Practical Training, this employment is temporary – and I know that as long as I am studying at BSC, I am required to be covered by the North Dakota state mandated health insurance policy and cannot request a waiver for this temporary employer-offered coverage.

Printed Name _____
Last (Family) Name, First Name

Signature: _____ Date _____

STEP 6. ACADEMIC PROGRESS STATEMENT

I, _____, acknowledge that Practical Training is an opportunity for international students to obtain work experience directly related to their field of study during their program. It is not automatically granted work guaranteed by the United States Immigration and Citizenship Services. Immigration regulations require me to always be making progress towards the completion of my degree and my Curricular Practical Training experience is an integral part of my degree completion. I will remain enrolled and maintain F-1 status during my entire CPT experience. If I am not located in the Bismarck-Mandan area during my practical training, I will document for my own records what I was doing to make progress towards my degree and how I attended classes if registered. This information may be required in the future by USCIS to verify my physical presence during this time.

Sign here to verify you understand: _____ Date: _____