



International Student Admissions and Programs

CURRICULAR PRACTICAL TRAINING

International students can choose to do an internship (CPT) during their studies at UWG.

- Students must be enrolled for one academic year (1 Fall and 1 Spring Semester)
- CPT must be recommended by an advisor or dean from your academic department, and you must receive course credit for the internship.
- You must receive a job offer that qualified before you submit your CPT authorization request.
- Your job offer must be related to your field of study.
- Students can work up to 20 hours during the Fall and Spring Semester and up to 40 hours during Summer Semester. Internships can be either paid or unpaid.
- CPT is only approved for one semester at a time. If you want to work more than one semester, you must submit an approval form each semester. (CPT for more than 12 months will affect your OPT eligibility)

STEPS FOR THE STUDENT:

Step 1: Contact your academic advisor, department chair, or professor who may make a recommendation for the internship. If the advisor agrees to recommend CPT, fill out sections 1, 2, and 3. Have your advisor fill out section 4 of this form.

Step 2: Enroll in the course your academic advisor recommends. Contact the ISAP office who will review the recommendation and decide if there is enough evidence to approve your CPT and issue a new I-20.

Step 3: After the ISAP office approves the CPT form and issues you a CPT I-20, then you can begin working. **DO NOT BEGIN WORKING BEFORE CPT IS APPROVED BY THE ISAP OFFICE.**

SECTION 1: STUDENT INFORMATION

Applicant's Family Name (Last Name)			
Applicant's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

SECTION 2: PROGRAM INFORMATION

Level of Study	Bachelors	Masters	PhD	Certificate
First Semester at UWG	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____	Semester of requested Curricular Practical Training (CPT)		<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer YEAR: _____
Major		Expected Program Completion Date		

Statement of Understanding

<i>I am enrolled in the course listed by my advisor below during the semester stated and understand that failing to complete the course voids work permission. If my permission is voided, I understand that this puts my F-1 status out of compliance.</i>			
Student's Signature		Date	

SECTION 3: INTERNSHIP INFORMATION

Name of Employer			
Employer's Address			
City		Zip Code	
Job Title		Number of Hours Per Week	
Job Start Date		Job End Date	
Brief Description of Type of Work			
<p>Students must also attach a copy of their employment offer letter from the employer listed above. Letter should include the name of the employer, address, supervisor, start and end date, and number of hours each week the student will be working.</p>			



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Summary of the Regulation

- International students who are in the US in F-1 status can complete an internship if they are receiving academic credit and remain enrolled full time during Fall and Spring Semesters. (12 credits undergraduate and 9 credits graduate)
- Students must have completed one academic year at UWG (1 Fall & Spring Semester), unless it is otherwise **required** by the program (as defined in the course catalogues).
- The United States Citizenship and Immigration Services (USCIS) limits the number of hours to 20 during Fall and Spring and 40 during Summer Semesters. CPT can be either paid or unpaid.
- Students on CPT for longer than 12 months will forfeit their eligibility for Optional Practical Training (OPT).

STEPS FOR THE ADVISOR/DEAN:

Step 1: Meet with the student about their circumstances and make a decision on whether or not you feel the student's proposed internship would benefit their studies at UWG or if this is a required part of their curriculum, and meets departmental requirements.

Step 2: If you feel the student's internship is beneficial and approved, decide on the course(es) the student should enroll to receive academic credit and fill out the information below. Student should submit form to ISAP office.

SECTION 4: ADVISOR RECOMMENDATION

Will student be receiving course credit for the internship?	YES NO	Is the internship expected to be full time or part time?	Full time (20+ hours) Part time (<20 hours)
Course Information	Course Name: _____ Course Number: (ex UWG 1111): _____ Instructor: _____ Credit Hours: _____ Course Start Date: _____ Course End Date: _____		
Relation to Student's Study This Internship is	<input type="checkbox"/> Required All students in this major must do an internship to satisfy the graduation requirements as listed in the degree catalog. <input type="checkbox"/> An Integral Part of the student's curriculum and is relevant to their academic program.		
Advisor's Signature		Date	
Printed Name			
Title			
Email		Extension	