

Curricular Practical Training Application (CPT)

University of Wisconsin-Parkside

To be Completed by Student

Name: _____ (Last) _____ (First)

SOLAR ID#: _____

Gender: Male Female

Email: _____

Daytime Phone#: _____

Visa type: _____ (as indicated on current I-94) Passport Expiration Date*: _____

Major(s): _____ Degree Level: _____

Expected completion date**: _____ (Month/day/year)

*If your passport is within 6 months of expiry, renew it as soon as possible.

**For undergraduate or course-work-only Master's candidates, the completion date is the date of your last exam or graduation date; for Master's students with thesis, it is the date on the library deposit

Participation in and authorization of CPT can only occur BEFORE degree completion

ISS MUST RECEIVE THE FOLLOWING DOCUMENTS

- ▶ If you are applying for "required" CPT, a copy of the departmental requirement showing that all degree candidates must complete the internship or practical training program.
- ▶ Completed Academic Advisor Form (included).
- ▶ Completed Employer Form (included) or employer's offer letter which covers the same information requested on form.

Student Signature: _____

Date: _____

SECTION TO BE COMPLETED BY ISS STAFF ONLY

ISS Staff Member Confirm:

- Visa Status.
- Passport Validity
- F-1 eligibility (9 months)
- Dept. verification of academic internship option

All attachments indicated are [] attached.

If not, return to applicant for resubmission when complete.

Date reviewed: _____

By: _____

Be at Parkside.

Please return this form to:
UW-Parkside International Student Services
900 Wood Road
Kenosha, WI 53144 USA
karin.basken@uwp.edu

UNIVERSITY OF
WISCONSIN **PARKSIDE**

TO BE COMPLETED BY THE ACADEMIC ADVISOR

Student Name: _____
(Last) (First)

Student qualifies* for Curricular Practical Training (CPT) based on (indicate one):

- An academic internship is required of all students in this program in order to graduate.
- An academic internship is an elective option for this program and the department has a specific course designed for this purpose.
- Work experience gained from this internship is integral to the student's thesis or dissertation and the student is registered for the appropriate thesis/dissertation research course.

*One of the above qualifiers must be met in order for CPT to be authorized. Please note, if CPT cannot be authorized based on lack of appropriate qualifier, the student does have another option for work permission in his/her field. This type of work does not require paperwork by the academic advisor or employer; refer the student to International Student Services.

Academic Department: _____

Student is registering for course#: _____ and student will earn _____ credits for CPT.

Number of hours student will work per week: _____ Full Time or Part Time

The department ___ does or ___ does not consider registering for this course a full-time academic load.

Student's CPT will occur during the Fall, Spring, or Summer of _____
year

Employment to begin on _____ and end on _____.
(Dates from advisor and employer need to match.)

Advisor Name Signature Date

E-mail: _____ Phone: _____

Be at Parkside.

UW-Parkside International Student Services
900 Wood Road
Kenosha, WI 53144 USA
karin.basken@uwp.edu



TO BE COMPLETED BY EMPLOYER

Note to Employer: Please complete this form and submit a letter of offer on company letterhead containing all the information requested below.

Name: _____
(Last) (First)

Name of Company: _____

Company Address: _____

Name of Contact Person: _____

E-mail: _____ Phone: _____

Employment to begin on _____ and end on _____.

Number of hours student will work per week: _____ Full Time **or** Part Time Paid **or** Unpaid

Position Title: _____

Brief Position Description (can be attached):

Employer Signature

Date

Please return this completed form and attached position description to the student. Student will submit to International Student Services.

Be at Parkside.

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900 Wood Road
Kenosha, WI 53144 USA
karin.basken@uwp.edu

