



Curricular Practical Training (CPT) Request Form

YOU WILL NEED TO SUBMIT 3 DOCUMENTS TO REQUEST A CPT I-20:

1. **This CPT Request form** completed and signed by you and your Academic department.
2. **Enrollment Confirmation:** Enroll in the appropriate course in order to receive credit for CPT and print the document
3. **Letter from the Employer** (see page 2 for details-not required if student is doing mandatory Practicum)
Submit the 1. CPT Request Form, 2. Enrollment Confirmation, 3. Letter from the Employer to **International Services** to intlservices@webster.edu (**Subject Line: New CPT Request, Last name, First name, Webster ID #**)

How do you want to receive your new CPT I-20. (Your new I-20 will be ready in **5-7 business days**):

By mailing to my current home address

Picking up from the Welcome Center room # 130 (First floor-Webster Hall). You will be notified via email once the I-20 will be ready.

Student's Information To be completed by the Student

Last Name:	First Name:
Student ID Number:	Current home address:
Major /Department:	Level of Study: Bachelor's Master's DMGT
Telephone:	Email:
This is to confirm that I have been in F-1 visa status for at least one academic year (9 month) and I am currently maintaining F-1 student status (ESL classes don't count toward the one academic year requirement).	Student's Signature & Date:

Employment Information To be completed by the Student

Job Title:	Part-time (20 hours/week or less) Full-time (more than 20 hours/week)
Company Name:	
Company Address:	
Street:	City:
State:	Zip code:

Academic Department Recommendation To be completed by the Internship Coordinator/Faculty Advisor

Advisor's Name:	Department:
Telephone:	Email:
Student's Expected Program Completion Date:	
For this CPT, student is:	
Satisfying a mandatory degree requirement-Practicum (course number required)	
Receiving course credit (course number required)	
Requested Start Date: (no earlier than the first day of semester)	Requested End Date: (no later than the last day of semester)

By signing below, I confirm that this work experience is related to the

Curricular Practical Training

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. To obtain CPT, a student must:

1. Be in valid F-1 immigration