



Curricular Practical Training Request Form for F1 Students

Curricular Practical Training (CPT) is an additional work authorization for F1 visa holders allowed by the Department of Homeland Security provided certain criteria are met. CPT can be full or part time, paid or unpaid employment, internship, or practicum experience. CPT is also needed for major-related volunteer positions. Please review the Curricular Practical Training regulations:

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>

WSU Program/Major field of study course listings: <https://catalog.winona.edu/content.php?catoid=33&navoid=4964>

Complete the following steps:

1. Is this employment directly related to the student's program/major field of study? CPT authorization is not available for a course related to a minor or a course that is a non-major elective.

Or is this employment an integral part of the school's established curriculum (as listed in the WSU course catalog).

Yes. → Continue to Number 2 below.

No. → You are not eligible for CPT.

2. **Include** your job offer letter with this completed form.
3. **Ask your academic advisor** to complete page two and sign the form.
4. **Your academic advisor will submit** the CPT Application Form to WSU ISSS Office at is@winona.edu.
5. **WSU ISSS office will notify you** when your updated I-20 is ready, typically within 3 business days of receiving necessary documents. ISSS will verify enrollment on the student's record prior to authorizing CPT.

To extend CPT beyond the current semester, complete steps 1-5 again. An extension of CPT authorization cannot be granted until proof of enrollment is available. Students who are working in the Fall term and wish to extend through winter break into the Spring term should consult with an advisor at WSU ISSS Office.

Student Information

Family/Last Name:	Given/First Name:
Student ID Number:	Level of Study: (place mark in box below)
Major/Department:	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
Telephone:	Email:

Employment Information – A copy of your job offer letter is also required

Job Title:	<input type="checkbox"/> Part-time (20 hours/week or less) <input type="checkbox"/> Full-time (more than 20 hours/week)
Requested Start Date *:	Requested End Date :
*Date must allow for at least three business day processing time. You are not permitted to work until CPT is authorized, it cannot be back dated. Fall or Spring CPT dates generally start no earlier than first day of semester instruction and end no later than the last day of finals.	
Supervisor Name:	Supervisor Email or phone number:
Company Name: Company Address: City: State: Zip Code: Is this your physical work location? <input type="checkbox"/> Yes <input type="checkbox"/> No* (*complete Physical Site of Activity box below)	
Physical Site of Activity Name: Physical Site of Activity Address: City: State: Zip Code:	
I have read and understand the CPT regulations. I have been advised that my employment history while on F1 visa can be subject to evaluation by the Department of Homeland Security, U.S. Citizenship and Immigration Services, and other U.S. governmental agencies.	
Student's Signature:	Date:



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Academic Department Recommendation To be completed by academic advisor and sent directly to ISSS at heather.willis@winona.edu.

Advisor's Name:

Department:

Email:

Student's Expected Program Completion Date:

Select the following that applies:

- ☐ This Curricular Practical Training will fulfill a **degree requirement** that is listed in the WSU Catalog. Student will NOT be enrolled in a course. (Ex. Admission to the Nursing program requires 10 hours of volunteering).
- ☐ This CPT is required for a course within the student's program/major field of study for which the student will be receiving **course credit**.
The course number is: _____ (course # required). (Ex. Data Science majors enrolling in DSCI 492).
- ☐ This CPT requirement is not a course listed in the student's program/major field of study in the course catalog but listed in the department's course offerings. **The course number is:** _____ (course # required) (Ex. Psychology major completing PSY 404, as PSY 404 is not listed in the program catalog). Please provide justification how this course and CPT (employment/internship/volunteer position) is related to the student's program/major of study:
- _____
- _____
- _____
- _____
- ☐ This CPT requirement is within the department of the student's major/program of study but is NOT listed as an "internship", "practicum", or "clinical" course. **The course number is:** _____ (course # required). (Ex. Course is an independent study, capstone, etc.). Please provide justification on how this course requires an internship and how it relates to the student's program/major of study:
- _____
- _____
- _____
- _____

By signing below, I confirm that this work experience is directly related to the student's program/major field of study and/or part of the established curriculum as indicated above. CPT authorization is not available for a course related to a minor or a course that is a non-major elective.

Advisor's Signature:

Date:

ISSS Review and Decision

☐ Approved by _____ and date _____

☐ Denied due to: _____