

**Office of International Education
Hope College
CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENT VISA HOLDERS**

APPLYING FOR CPT

There are four stakeholders in this process: **your employer, your academic advisor, Hope's Registrar, and your International Student Advisor**. Failure to secure these four steps would lead to a violation of your student status.

PLEASE ALLOW TEN DAYS FOR THE INTERNATIONAL STUDENT ADVISOR TO
PROCESS YOUR CPT REQUEST.

YOU MUST HAVE CPT AUTHORIZATION BEFORE BEGINNING WORK.

1. The first step is to secure an internship that is in your Major (NOT minor) of study. Your employer will then create an offer letter stating the terms of your internship. This letter should include the following details: (See sample letter).

- * Your job title
- * A brief description of your duties are
- * The **specific** beginning **and** ending dates of the employment
- * The number of hours you will work per week (FYI - 20 hours and less is part-time and 21 + is full-time)
- * The name and address of your direct supervisor

**** The offer letter must be on company letterhead, it must be signed by your supervisor, and it must state specific dates of employment. Email is not an acceptable format for this requirement.**

**** Please also take into account the dates of your academic requirement for the internship. Your internship dates should correspond to the dates of your course and /or project. CPT cannot be authorized for dates beyond those of the semester or summer term.**

2. Discuss the job training with your academic advisor. Complete the student section of the advisor's recommendation form (the last page of this hand-out) and ask your advisor to review and sign accordingly.

3. Complete registration requirements for the course (enroll in the course or enroll as "continuation full-time" if applicable). The International Student Advisor will verify your enrollment at the time of your meeting.

4. Schedule an appointment (e-mail intladvisor@hope.edu or call #7605) with your International Student Advisor to submit:

- Your employer's offer letter
- Completed and signed advisor's recommendation form
- Current I-20
- Passport and I-94 Card

The International Student Advisor will then determine if your request complies with the immigration regulation related to CPT. If we approve your CPT application, you will receive a new I-20 with the CPT work authorization. You will be eligible to work after you receive this new I-20.

Hope College – Office of International Education

CURRICULAR PRACTICAL TRAINING FOR F-1 VISA HOLDER

Student Name: _____ Hope ID # _____
Cell Number: _____ MAJOR: _____

Course start date and end date: FORM ___ / ___ / ___ TO ___ / ___ / ___
mm dd yyyy mm dd yyyy

Check One: [] Part-time (20 hours or less per week)
[] Full-Time (21 + hours per week)
Have you registered for the internship course? [] YES [] NO
Course Number _____ Course Title _____

ACADAMIC ADVIOSR AUTHORIZATION: to be completed by Hope Faculty.

Student is expected to complete the degree program by: ___ / ___ / ___
mm dd yyyy

How will the student’s work be evaluated for academic credit?

When will the student need to submit materials in order to complete the academic component of the work?

** Please attach a copy of the approved internship proposal**

Faculty Advisor: Please check one:
[] A course offered in the Hope College course catalog for which the student will earn academic credit.
Course# _____ Title _____
This course is (circle one): Mandatory / Elective for _____ credits
Name of the course instructor: _____

[] A Hope College required practicum or internship project
To fulfill the degree requirement for a major in _____
Does the proposed practicum or internship include an appropriate faculty supervisor and
study plan to meet the degree requirement? (circle one) YES NO

Signature of Faculty Advisor: _____ Date: _____
Printed Name: _____ Department: _____
Title: _____ Extension: _____

Fried Center for Global Engagement @ Hope College
141 E. 12th ST., PO BOX 9000, Holland, MI. 49422-9000. Phone: 616-395-7605. Fax 616-395-7937
E-mail: intladvisor@hope.edu