



DREW UNIVERSITY

International Student Services

F-1 Student Curricular Practical Training Request Form

Curricular Practical Training (CPT) is defined by US Citizenship and Immigration Services as employment which is an integral part of an established curriculum, including alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the institution.

Student Eligibility

- Must have completed one academic year in full-time F-1 status
- Must have an employment offer letter for one of the following types of CPT:
 1. Required Internship expected of all students in the degree program and necessary for the completion of the degree.
 2. To satisfy an internship elective that is directly related to student's course of study and counts toward completion of the degree.
 3. To engage in research that is necessary and integral to the completion of the doctoral dissertation.

Special Considerations

- Curricular Practical Training may be full-time or part-time (20 hours a week or less); however, a student is still required to be registered full-time while on CPT.
- A student who takes advantage of full-time CPT for 12 month or more is NOT eligible for Optional Practical Training.
- The CPT authorization is employer specific – if the employer changes, USCIS must be notified and a new I-20 created.

Application Procedure

- Schedule an appointment (email larthur@drew.edu) or stop by ISS during advising hours. Please bring the following documents to the appointment:
 1. Job offer letter including the following information on employer's letterhead: Job description, student's name, employment start and end dates, hours/week, and supervisor's name.
 2. Academic Department Recommendation Form for CPT (completed by academic advisor or faculty member teaching/overseeing the internship course).
 3. Registration for internship must be approved so that ISS can verify the enrollment information on [CampusWeb](#).



DREW UNIVERSITY
Academic Department Recommendation Form
Curricular Practical Training (CPT): F-1 Students

Curricular Practical Training is a type of off-campus work authorization available to international students on F-1 visas who have been lawfully enrolled for one academic year. In order for the internship/employment to qualify as CPT, the US Citizenship and Immigration Services (USCIS) requires that the employment be related to the student's major field of study and that it be an integral part of an established curriculum. CPT should not be recommended to simply facilitate an employment opportunity. The internship experience should be instrumental in achieving a curricular academic objective.

Student Information

First & Last Name	
Academic Department	
Drew ID	
Email & Phone Number	

Internship Information (to be completed by Academic Advisor or Department)

Course Number	
Course Title	
Semester(s) CPT to be Authorized	

Goals & Objectives of the Employment:

If student has completed all coursework for the Master's or PhD, please indicate how the employment is related to the thesis or dissertation research:

Academic Advisor's Name	
Advisor's Signature	
Date	
Email & Phone Number	