Submitting a Request for Curricular Practical Training (CPT)

Overview

The page explains how to apply for Curricular Practical Training (CPT). CPT gives F-1 students the opportunity to explore internships or volunteer opportunities. For help with this process, please contact your international student advisor or International Programs at international@uwf.edu.

Instructions

F-1 students submit the Curricular Practical Training Form in MyUWF to apply for CPT.

Determine if you are Eligible for CPT

To be eligible for CPT, you must
• be in good immigration status
• have been enrolled as a full-time student for the past nine months
• be enrolled for a full course of study during the CPT

Determine if the Training Opportunity meets the Requirements for CPT

To comply with federal regulations, the training must be considered either:
A. Required for the completion of a degree.
B. Attached to a credit-bearing course.

Complete the Curricular Practical Training Form

The Curricular Practical Training Form is completed by you and your academic advisor to verify that the training meets the requirements for CPT. In MyUWF, search for CPT or "Curricular Practical Training" to access the form.

Select "Complete This Form" to begin.
Enter the name and email for your academic advisor. Your Academic Advisor and contact information is listed under Advising Status in MyUWF. Select Continue.

Your student details will be autofilled on Page 1.

You complete the CPT Details section. Enter the requested information, including employment information and the start and end date of the training. Indicate if the employment is part time or full time.
Your advisor completes Page 2. Students should select Next to go to the signature page. Advisors enter a statement of how the employment is related to your field of study. Advisors verify that the internship is required for the completion of the degree or attached to a credit-bearing course.

If the CPT is connected to an academic course, additional information will be requested from your advisor.

Page 3 is for International Programs to complete when reviewing your form. You should select Next to move forward in the form.
Complete your portion of the form by submitting the Electronic Signature.

Electronic Signature
Please read the Disclosure / Consent before you sign your form electronically.
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

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After the form is submitted, you will receive a confirmation of submission. The form will be sent to your academic advisor for review and then to International Programs.

Receive an I-20 with CPT Authorization

When you CPT request is approved, you receive a new I-20 with an authorization for CPT on the second page. Please note that is important to keep all I-20s issued to you for your records.