

Curricular Practical Training Application Form

Definition

Curricular Practical Training (CPT) must be **an integral part of an established curriculum and directly related to the student's major area of study.** [8CFR 214.2(f)(10)(i)] It is authorization to *participate* temporarily in an internship, the co-operative education program or required thesis/dissertation project. Follow the instructions below based on the *option* you choose.

Before You Start, Have You...

- Completed a year, continuously enrolled as a degree student in F1 status, and completed one academic term in your degree program at George Mason?
- Earned a minimum GPA of 3.0 (Graduate Students) or 2.0 (Undergraduate Students) or 2.33 (Juris Doctor Students)? (Exceptions may be considered during summer break **only**. Speak with an advisor to learn if you are eligible.)

Important CPT Dates and Deadlines may be found on <http://oips.gmu.edu/cpt/>

CO-OPERATIVE EDUCATION (CO-OP)	INTERNSHIP COURSE	THESIS/DISSERTATION
<p>Procedure</p> <ol style="list-style-type: none"> 1. Print out your position description with 3-5 degree-specific duties and obtain stamped approval from your OIPS advisor. Do this before completing the application. Not all positions are CPT-eligible. 2. Complete <i>all</i> sections of the Curricular Practical Training Application (for OIPS) <u>and</u> the Co-op Application (for Career Services). 3. Career Services: Schedule meeting with Experiential Learning Coordinator, Debbie Zuiker. Bring the CPT form and Co-op Work Agreement with ALL sections completed. Call 703-993-2365 for appointment or email: dzuiker@gmu.edu 4. OIPS front desk: Drop off signed CPT application with OIPS-approved position description and copy of transcript. 5. Allow up to two weeks for the CPT I-20. 	<p>Procedure</p> <ol style="list-style-type: none"> 1. Print out your position description with 3-5 degree-specific duties and obtain stamped approval from your OIPS advisor. Do this before completing the application. Not all positions are CPT-eligible. 2. Enroll in a Mason for-credit internship course in the term you will be participating in CPT. 3. Complete <i>all</i> sections of the Curricular Practical Training Application. 4. Drop off signed CPT application with OIPS-approved position description and copy of transcript to OIPS front desk. 5. Allow up to two weeks for the CPT I-20. 	<p>Procedure</p> <p><u>The training must be required to complete the Thesis/Dissertation</u></p> <ol style="list-style-type: none"> 1. Print out your position description with 3-5 degree-specific duties and obtain stamped approval from your OIPS advisor. Do this before completing the application. Not all positions are CPT-eligible. 2. Enroll in 799 (thesis) or 999 (dissertation) in the term you will be participating in CPT. 3. Complete <i>all</i> sections of the Curricular Practical Training Application. 4. Drop off signed CPT application with OIPS-approved position description, transcripts, and Advisor/Chair letter of support to OIPS front desk. 5. Allow up to two weeks for the CPT I-20.
<p>Check List</p> <ul style="list-style-type: none"> <input type="checkbox"/> Co-op paperwork to Career Services <input type="checkbox"/> CPT application to OIPS with: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of transcript <input type="checkbox"/> Copy of OIPS stamped position description 	<p>Check List</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enroll in Mason internship course <input type="checkbox"/> CPT application to OIPS with: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of transcript <input type="checkbox"/> Proof of internship course registration (printout from PatriotWeb) <input type="checkbox"/> Copy of OIPS stamped position description 	<p>Check List</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enroll in 799/999 <input type="checkbox"/> CPT application to OIPS with: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of transcript <input type="checkbox"/> Proof of 799/999 registration (printout from PatriotWeb) <input type="checkbox"/> Copy of OIPS stamped position description <input type="checkbox"/> Advisor/Chair letter of support, signed and on department letterhead

Important Information

- ✓ You may begin CPT only after you have obtained your I-20 endorsed with CPT authorization.
- ✓ You may participate part-time during academic terms and part or full-time during the summer break.
- ✓ CPT dates must align with enrollment dates. **NOTE: Students in module programs will have different dates.**
- ✓ If you receive any compensation associated with the training (such as stipend or reimbursement) you must enroll in CPT.
- ✓ Students with graduate assistantships may be required to obtain a letter of release from the assistantship.
- ✓ You may not combine on and off campus employment during academic terms.
- ✓ F1 students who complete 12 months of full-time CPT are not eligible for Optional Practical Training (OPT).

Curricular Practical Training Application Form

STUDENT INFORMATION: Completed by Student

Given Name/Family Name _____ G Number _____
Phone Number _____ Level of Study/Major _____

Curricular Relevance: CPT must be integral to or required for your degree; if it is not, you may consider pre-completion Optional Practical Training (OPT). The below listed coursework should demonstrate how this training opportunity directly relates to your curriculum. Please review your curriculum with your Academic Advisor and list all degree coursework relevant to CPT (not to include future courses). List full course names and numbers:

I have attached:

- A copy of my current transcripts from Patriotweb
- A copy of my position description, pre-approved and stamped by OIPS
- TRANSFER-IN STUDENTS ONLY: A copy of my most recent transcript from my previous school

I have read both pages of this form and the CPT information on the OIPS website. I understand and agree to comply with my responsibilities.

Signature _____ Date _____

ACADEMIC INFORMATION: Completed by Academic Advisor, Department Head or Dean

CPT is authorization to participate in temporary training that is ***an integral part of an established curriculum and directly related to the student's major area of study. It is not meant to facilitate the creation of employment opportunities for F1 students.*** We ask that you help us determine whether the proposed training meets government guidelines for CPT by reviewing the detailed position description, and the student's list of relevant courses.

Estimated Graduation (Term/Year) _____ Major _____

Advisors of graduate students: Has the student completed his/her required coursework? Yes No

If YES: If the student is applying for Thesis/Dissertation CPT, the training must be required to complete the thesis or dissertation.

**Note that if the training is OPTIONAL, then the student is not eligible for CPT but may meet the eligibility requirements for Optional Practical Training. An OIPS advisor can provide details.*

- The work is required to complete the thesis/dissertation.
- I have attached a letter which explains in detail how the research will be used in the thesis or dissertation.

I have read the detailed position description and the student's list of relevant courses. I confirm that this Curricular Practical Training opportunity is integral to or required for the student's program of study. It will not delay the student's expected completion date as listed on the I-20.

Academic Advisor Name (Printed) _____ Signature _____ Date _____

Position/Title/Department _____ Phone Number _____ E-mail _____

TRAINING INFORMATION: Completed by Organization

Temporary training for curricular purposes will be offered with:

Organization Name _____ Supervisor Printed Name _____

Physical Location (No PO Box) _____ City, State _____ Zip Code _____

Student Intern Title _____ Number of hours/week _____

Training Start Date _____ Training End Date _____

- A detailed position description with a minimum of 3-4 duties specific to the student's curriculum is attached.

Supervisor Signature _____ Phone # _____ Date _____

CO-OPERATIVE EDUCATION (Co-op) ONLY: Completed by Co-op Specialist at Career Services

The above student has been approved to participate in the George Mason Cooperative Education program.

Signature _____ Date _____