**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/>

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| --- | --- | --- | --- | --- |
| **CO-OPERATIVE EDUCATION (CO-OP)** | | **INTERNSHIP COURSE** | **THESIS/DISSERTATION** | |
| **Procedure** | | **Procedure** | **Procedure** | |
| 1. Print out your position description with 5-7 degree-specific duties and obtain stamped approval from an OIPS advisor AND signature from your Academic Advisor AND Employer. **Do this before completing the application. Not all positions are CPT-eligible.** 2. Complete *all* sections of the Curricular Practical Training Application (for OIPS) and the Co-op Education Work Agreement for enrollment in the Career Services Co-op Program. 3. **Career Services**: Schedule a meeting with Victoria Suarez through [Handshake](https://gmu.joinhandshake.com/login). Choose the Co-Op option. Bring the completed CPT application, completed Co-op Work Agreement with ALL sections completed, and the position description. 4. **OIPS front desk**: Drop off signed CPT application with approved position description and copy of transcript. 5. **If you are a PhD student taking 998 and coursework**, submit an advisor/chair letter of support, signed and on department letterhead 6. Allow up to 2 weeks for the CPT I-20. | | 1. Print out your position description with 5-7 degree-specific duties and obtain stamped approval from an OIPS advisor AND signature from your Academic Advisor AND Employer. **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 *all* sections of the Curricular Practical Training Application. 4. Drop off signed CPT application with approved position description and copy of transcript to OIPS front desk. 5. If your graduate program is less than a year long, provide a signed letter on department letterhead that includes a statement that the internship is for credit and required to complete your degree. 6. Allow up to 2 weeks for the CPT I-20. | The training must be required to complete Thesis/Dissertation   1. Print out your position description with 5-7 degree-specific duties and obtain stamped approval from an OIPS advisor AND signature from your Academic Advisor AND Employer. **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 *all* sections of the Curricular Practical Training Application. 4. Drop off signed CPT application with approved position description, transcripts, and Advisor/Chair letter of support to OIPS front desk. 5. Allow up to 2 weeks for the CPT   I-20. | |
| **Check List** | | **Check List** | **Check List** | |
| * Co-op paperwork to Career Services * CPT application to OIPS with: * Copy of transcript * Copy of approved position description * **PhD students taking 998 AND coursework**: Advisor/Chair letter of support, signed and on department letterhead | | * Enroll in Mason internship course * CPT application to OIPS with:   + Copy of transcript   + Proof of internship course registration (printout from PatriotWeb)   + Copy of approved position description   + Signed letter from department IF your grad program is less than a year | * Enroll in 799/999 * CPT application to OIPS with:   + Copy of transcript   + Proof of 799/999 registration (printout from PatriotWeb)   + Copy approved position description   + Advisor/Chair letter of support, **signed and on department letterhead** | |
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# 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).**

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**IMPORTANT INFORMATION FOR ACADEMIC ADVISORS, STUDENTS, and SUPERVISORS:**

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 employment opportunities for F1 students.***

**STUDENT INFORMATION: Completed by Student**

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

CPT must be integral to or required for your degree; if it is not, you may consider pre-completion Optional Practical Training (OPT). Your position description must demonstrate how this training opportunity is integrated with your curriculum.

MODULE STUDENTS ONLY: My last day of exams in my current module is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/DD/YY)

I have attached:

* A copy of my current transcripts from PatriotWeb
* A copy of my position description (all required):
  + is pre-approved and stamped by an OIPS Advisor □ is signed by my Academic Advisor □ is signed by my Employer
* Proof of course registration if CPT is attached to credit (internship course, or thesis/dissertation CPT)
* 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**

Help us determine whether the proposed training meets government guidelines for CPT by reviewing the detailed position description and the student's curriculum.

Student’s Estimated Graduation (Term/Year)

* + I have reviewed and **signed** the detailed position description and attest that the training is integral to the curriculum.
  + List relevant degree coursework to CPT (not to include future coursework). List full course names and numbers:
  + **Advisors of graduate students only:** 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. \*I*f 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 training is required to complete the thesis/dissertation, and

□ I have attached a letter which explains *in detail* how the experience will be used in the thesis or dissertation

I confirm that this 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 5-7 duties specificto the student’s major is attached ***and signed by employer.***

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 of Victoria Suarez \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_