

Curricular Practical Training Application Packet Part 1

Cooperative Education CPT: Internship - Not For Credit

NOTE: To participate in non-credit Cooperative Education CPT you will need to meet advisors and complete forms for both OIPS & Career Services

BEFORE YOU START: You must read the important CPT information at <http://oips.gmu.edu/cpt> which includes information about rules you must follow while you are using CPT, important dates and deadlines, and how your CPT eligibility is affected by or can affect your academic enrollment, on-campus employment, OPT, and assistantships.

STUDENT INFORMATION & ELIGIBILITY: Completed by student

Full Name _____ G Number _____

Level of Study (circle one) Bachelors Masters PhD Major _____ Phone _____

Eligibility – All boxes must be checked to complete this form

- I have completed an academic year, continuously enrolled as a degree student in F1 status, and at least one academic term in my program of study at George Mason.
- I have a minimum GPA of 3.0 (Graduate Students), 2.0 (Undergraduate), or 2.33 (Juris Doctor)
 - o Exceptions may be considered during summer break only. Speak with an OIPS advisor to learn if you are eligible.
- The temporary training is an integral or required part of my curriculum and I understand that if it is not I must apply for pre-completion Optional Practical Training.

By Signing below, I confirm that:


- All information that I have provided is accurate. If any information changes after submission, I must update OIPS within 10 days.
- I have read **all** of the CPT information on the OIPS website and this form. I understand and agree to comply with my responsibilities.

Signature _____ Date _____

PROCEDURE & CHECK LIST OF REQUIRED DOCUMENTS: Completed by student. ALL steps must be completed.

Complete the below steps in the order they are listed

- STEP 1 - OIPS Advisor:** **Pre-Approval: Do this before completing the application. Not all positions are CPT-eligible.**
Print out Part 2: The Position Description with at least 5-7 degree-specific duties and obtain stamped approval from an OIPS advisor to proceed with your CPT application.
- STEP 2 - Academic Advisor:** Review the position description and curricular internship objectives with your Academic Advisor.
 - Obtain Academic Advisor's signature on Part 2 - the OIPS pre-approved position description.
 - Ask your advisor to complete the Academic Information section on Part 3 of this application.
- STEP 3 - Employer:** Review your position description and training plan with your supervisor.
 - Obtain supervisor's signature on Part 2 – the OIPS and Academic Advisor approved position description.
 - Ask your supervisor to complete the Training Information section on Part 3 of this application.
 - Ask your employer to complete the Career Services Cooperative Education Work Agreement.
- STEP 4 - Career Services:** Schedule a meeting with Victoria Suarez through Handshake. Choose the Co-Op option. Bring the completed CPT application, completed Co-op Work Agreement with ALL sections completed, & the position description.
 - Obtain a signature from Victoria Suarez.
The above student has been approved to participate in the George Mason Cooperative Education program.
Signature of Victoria Suarez _____ Date _____
- STEP 5 - OIPS Front Desk:** Drop off the completed and signed CPT application, Parts 1-3, with:
 - A copy of your current transcripts from PatriotWeb.
 - TRANSFER-IN STUDENTS ONLY: A copy of most recent transcripts from your previous school.
 - PHD STUDENTS ONLY who are taking 998 and required coursework: An advisor/chair letter of support, signed and on department letterhead.

 **Allow up to 2 weeks for the CPT I-20. Do not begin work before receiving the CPT I-20.**

Curricular Practical Training Position Description

PART 1: Student

Enter a minimum of 5-7 degree specific responsibilities or learning objectives in the space below.

PART 2: Office of International Programs

I confirm that this position description is specific and that the student is eligible to *apply* for CPT.

Name, Signature, Date

Part 3: Academic Advisor, Department

I confirm that this position description includes duties and training that are integral to the curriculum.

Name, Signature, Date

Part 4: Training Organization

I confirm that the intern will be performing the duties listed.

Name, Signature, Date

Curricular Practical Training Application Packet Part 3

IMPORTANT INFORMATION FOR ACADEMIC ADVISORS 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.**

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 OIPS CPT Position Description Form and the student's curriculum.

Student's Estimated Graduation (Term/Year): _____

- I have reviewed and **signed** the OIPS CPT Position Description Form 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:

Please select one:

- Student will be enrolled in a departmental internship course.**
- Please list the course name and number: _____
- Student will not enroll in a departmental internship course.**
- *For Advisors of Thesis/Dissertation Students Only:*
 - Student has not completed required coursework.
 - NOTE: If the student has completed required coursework and not advanced to 799/999, they must enroll in a departmental internship course to participate in CPT.
 - Has the student started 798/998? If yes, how many credits? _____
 - Will they be taking 998 at the time of this CPT opportunity? _____
- For Thesis/Dissertation Students Who Have Completed Required Coursework and Advanced to 799/999:**
- The student should apply for THESIS/DISSERTATION CPT.
 - If the student is applying for Thesis/Dissertation CPT, the training must be required to complete the thesis or dissertation. **If the training is OPTIONAL, then the student is not eligible for CPT, but may be eligible for Optional Practical Training. An OIPS advisor can provide details.*
 - You will need to provide a signed Advisor/Chair letter of support on department letterhead, which explains in detail how the experience will be used in the thesis or dissertation.
- For Module Programs:** Dates of module(s) student will be participating and enrolled in an internship course for CPT:

_____ Start Date (MM/DD/YY)

_____ End Date (MM/DD/YY)

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 the Organization

Temporary training for curricular purposes will be offered with:

Organization Name: _____

Organization Address: _____

Physical Location (No PO Box)

City, State

Zip Code

Student Intern Title: _____ Number of hours/week: _____

Training Start Date: _____ Training End Date: _____

- I have signed the OIPS CPT Position Description Form that includes 5-7 duties specific to student's major.

Supervisor Name (Printed) Supervisor Signature Date

Position/Title Phone Number E-mail