



Office of International
Student Services

Request for Curricular Practical Training (CPT)

CPT Checklist:

☐ CPT Seminar or Online Module ☐ CPT application ☐ Job offer letter ☐ Evidence of curricular component

PART ONE: Student Request for CPT

Name: Xiangwen Liu UALR T Number: T00610264

Physical Address: 1701 Westpark Dr. apt 160, Little Rock, AR, 72204

Major Area of Study: Computer Science Expected Graduation Date: May/14/2020

Classification: ☐ Undergraduate ☐ Masters ☒ Doctorate Do you have an SSN? ☒ Yes ☐ NO

Previous Practical Training Authorization

Have you previously had practical training? ☐ No ☒ Yes. If yes, what are the dates of your authorization?

☐ Dates of previous OPT _____

☐ Dates of previous part-time CPT Dec 14, 2016 ----- May 13, 2017

☐ Dates of previous full-time CPT _____

Current Employment

Type of current employment? ☐ No employment ☐ CPT ☒ Graduate Assistantship*(complete part three)
☐ On campus hourly ☐ UALR Works ☐ Other: _____

Hours per week: 20 Employment end date: May 31, 2018

Request for CPT

Employer Name (according to E-Verify, if applicable): National Center for Toxicological Research

Employer Address: 3900 NCTR Road, Jefferson, AR

Requested start date: June 1, 2018 Requested end date: Aug 19, 2018 Proposed number of hours per week: 40

Statement of Understanding

I have completed a CPT seminar or online module. I certify that the information in this application is complete and correct to the best of my knowledge. I understand that it is my responsibility to register for Cooperative Education or receive credit for the work opportunity. I am aware that once I have completed all semester hours required for my degree, I am no longer eligible for CPT, and I attest that I will prioritize coursework over practical training and I have not/will not take any actions to delay my academic program to prolong Curricular Practical Training. I will only work during the dates of authorization for the company of authorization.

Xiangwen Liu

05/17/2018

Student Signature

Date

Request for Curricular Practical Training (CPT)



PART TWO: Academic Advisor Support for CPT

The Academic Advisor in this section refers to the faculty or staff member with direct oversight of the student's degree plan and major requirements. Graduate students having a project/thesis/dissertation advisor should have the advisor sign off as the academic advisor; otherwise, the graduate coordinator signs off as the academic advisor. For information about Curricular Practical Training visit <http://ualr.edu/international/cpt/> or contact International Student Services.

Student name: Xiangwen Liu Academic advisor name: Xiaowei Xu

Is the student currently making satisfactory academic progress toward earning degree? ☒ Yes ☐ No

Practical training employer name: NCTR (National Center for Toxicological Research)

What is the academic necessity for the period of Curricular Practical Training?

Please select one of the following:

- ☐ The student is **enrolled in a course that requires work experience**. Attach course description, course objective, or syllabus verifying academic necessity for practical training established by the course.
Course name and number: _____

- ☐ The work experience is **required by the student's program of study**, as demonstrated by publication in a UALR General Catalog or other departmental document. Attach documentation of this requirement.

- ☒ For Masters or PhD students, the research or data necessary for a student's thesis or dissertation will be collected through this work authorization. Student is enrolled in a research or dissertation credit hour.

Please explain how the employment is related to the thesis or dissertation:

The CPT will be needed for getting access data and software from NCTR. The project is part of dissertation

- ☐ There is no curricular need for the work experience. Recommending student for optional practical training.

Duration of authorization: ☐ Published dates of semester ☒ Beyond dates of semester, as requested on in Part One

Hours per week required to fulfill curricular requirement: ☐ Up to 20 hours per week ☒ Over 20 hours per week

If over 20 hours, how will full-time CPT enhance the learning outcomes of the practical training?

Additional time is required for processing the data and development of software during the summer time.

Academic advisor name: Xiaowei Xu Signature/date: _____

Graduate Coordinator name*: _____ Signature/date: _____

Dean or Dept Chair name: _____ Signature/date: _____

International Student Advisor Decision

A copy of the approved CPT application will be emailed back to the student, academic advisor, Graduate Coordinator (if applicable), the Associate Dean of the college hosting the academic program and the Department of Human Resources.

☐ Approved ☐ Denial reason: _____

Notes: _____

International Student Advisor: _____ Date: _____



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PART THREE: Graduate Assistantship*

Complete this section only if student has a Graduate Assistantship.

Student Name: Xiangwen Liu UALR T Number: T00610264

The student is funded by: ☐ Research Grant GA ☒ University GA
Type of GA: ☐ Part-Time (10 Hour) GA ☒ Full-time (20 Hour) GA

If funded by Research Grant:

- ☐ Student's appointment will be terminated on _____
(last date of employment)
- ☐ Student's appointment will be suspended during term of internship
- ☐ Student's appointment will naturally sunset and will not affect CPT
- ☐ Student's CPT will be part-time (20 hours or less). Therefore, student will maintain CPT and GA concurrently

Name of Principal Investigator	Signature	Date
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If funded by University GA:

- ☒ Student's appointment will be terminated on May 31, 2018
(last date of employment)
- ☐ Student's appointment will be suspended during term of internship
- ☐ Student's appointment will naturally sunset and will not affect CPT
- ☐ Student's CPT will be part-time (20 hours or less). Therefore, student will maintain CPT and GA concurrently

Name of Associate Dean of College Hosting Academic Program	Signature	Date
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Student Acknowledgement

Full-time graduate assistantships may not be combined with outside employment. If approved for CPT, this form will be forwarded to the UALR Department of Human Resources to rescind on-campus work authorization.

<u>Xiangwen Liu</u>	<u>05/17/2018</u>
Student Signature	Date