

Biographical Data

Student Name				Birth Date	
UT ID #		E-mail			
Country of Citizenship		Immigration Status		Expected Graduation (Semester / Year)	
Current degree level		Current Major			
U.S. Street Address					
City		State		Zip	
				Phone	

General Requirements:

Students must meet the following to be eligible for CPT:

- * F-1 Student.
- * Good Academic Standing
- * Full time enrollment in the US for at least one academic year.
- * Full time enrollment in current degree program for at least one semester at UT-Arlington.
- * Enrollment in the corresponding internship course at UT-Arlington.
- * The employment requested is an integral part of the degree program.

Specific Requirements:

Please read the following and initial:

I understand that:

- * My I-20 end date is I understand that I cannot extend my I-20 based on my internship. _____
- * Part-Time CPT (20hrs/week or less) requires full time enrollment. _____
- * I am allowed only two semesters of CPT (full or part time). _____
- * I must submit a complete application to the OIE for each CPT. _____
- * My CPT dates may not span more than one semester. I understand that my start date must be between the day after the last day of the previous semester and the midsession date and my end date must be before the start of the next semester. _____
- * If I want to change employers or discontinue my employment, I will speak with an OIE advisor immediately. _____
- * I may not begin working until I have received employment authorization (new I-20) from the OIE. _____

Procedure for approval:

- ☐ Talk to your academic advisor to discuss internship options in your specific degree program
- ☐ Interview and get an offer letter for an INTERNSHIP position.

An internship is defined as supervised employment of limited duration, with education and experience being its primary function.

- ☐ Enroll in the corresponding internship course.
- ☐ Have your academic advisor fill out the "CPT Academic Advisor Recommendation" form.
- ☐ Bring the following documents to OIE for processing:

Employment Offer Letter

CPT Academic Advisor Recommendation Form/Student Information Form

Within 7-10 business days, the OIE will determine eligibility and issue a new I-20 authorizing the employment for the specified dates. Once you receive your new I-20, you may begin working on the start date listed on page 3.

I have fully completed the above information and understand the regulations regarding this process:

Signature _____ **Date**

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.