

# F-1 Curricular Practical Training (CPT) Request Form

GU Office of Global Services (OGS)



Email this completed form and the other required documents to your IS Advisor. OGS does not accept submissions of this form. Allow 3-5 days for processing to receive a new Form I-20 reflecting CPT authorization.

## CPT Requirements Checklist (incomplete submissions will delay processing)

- ☐ **CPT Request Form** (Part I completed by student; Part II completed by academic advisor/dean/coordinator)
- ☐ **Canvas CPT Module Quiz Results** (100% score required. Click 'Grades' and then the 'Print' icon in the top right corner to download the Grade Report as a PDF.)
- ☐ Most recent **I-94** record (CPT cannot be issued to an F-1 Student who is outside the United States.)
- ☐ Position **offer letter** (On organizational letterhead & must include below information)
  - ☐ position description & title
  - ☐ number of hours per week (no more than 20 during a required academic term)
  - ☐ start & end date (offer dates for enrollment-based CPT requests must be within academic term start/end dates)
  - ☐ supervisor's name, title & contact information
  - ☐ location of training program (if address is not on letterhead)
- ☐ Students whose CPT eligibility is based on enrollment in a tutorial course must submit the Tutorial Registration Form.

**Do not begin any activities for your position until you receive CPT authorization. CPT is valid for defined dates in a certain role. Any other off-campus opportunities must be authorized. Plan future authorizations with your IS Advisor.**

## Part I: Student

Name	JUNAID S. MASOOD	NetID	
Prior CPT authorizations at current degree level (including previous institutions)?	<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, please record all previous periods of CPT: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time    Dates:		
What are the academic goals and objectives of this position?			
How does this training relate to the major field of study listed on your Form I-20? (Include titles of relevant completed coursework.)			

**Please attest to the following:** I have read and understand the immigration advice provided by OGS on the CPT website. U.S. Department of Homeland Security (DHS) policies, practices, and regulatory interpretation are fluid and may change at any time. OGS makes every effort to provide the most current guidance. Guidance provided to you by IS Advisors, as well as information on the OGS website and handouts, should not be construed as legal advice. IS Advisors may recommend consultation with an immigration attorney in particularly complex or uncertain cases.

\_\_\_\_\_  
Handwritten Signature

\_\_\_\_\_  
Date: MM/DD/YYYY

## Part II: Academic Advisor/Dean/Coordinator

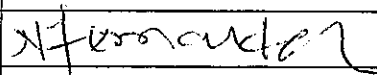
An F-1 Student who has held status for one academic year immediately prior to this request and who is currently in good academic standing is eligible to request Curricular Practical Training (CPT) authorization for a paid or unpaid off-campus position that related directly to the student's major field of study. In order to be eligible for CPT, the position must be (A) a requirement of the student's degree program, (B) a requirement of a course in which the student is currently enrolled, or (C) necessary for the completion of a doctoral dissertation.

- 1) I hereby certify that the student who completed Part I of this form is in good academic standing, is currently expected to complete the academic program on 05/31/2019 (graduation date: mm/dd/yy), and (please choose one):
- A) This position fulfills a requirement of the student's degree program. \_\_\_\_\_ (initial here). If this is the student's second or third CPT request, please attach a **separate letter on department letterhead** explaining the academic necessity of another internship.
- B) The student will be enrolled in an internship course or tutorial PPOL 910-01 (course number) during the academic term of SPRING 2019. The course is listed in Georgetown University's regular bulletin of course offerings and carries 0.25 hour(s) of academic credit, which will appear on the student's final transcript. I understand I must **notify OGS immediately** if the student withdraws from the course or fails to complete the required deliverables. In addition, I certify that all students enrolled in the above-mentioned course are required to participate in some type of off-campus training program in order to receive course credit, and that this student's position meets the course requirements. A student's progress while engaged in the required training is monitored by a member of the Georgetown faculty, and all required deliverables will be submitted **within 30 days** of the position end date. NF (initial here)
- C) This position is necessary for collecting data or conducting research for an approved doctoral dissertation topic. The DGS or dissertation advisor must attach a **separate letter on department letterhead** explaining why the activity is required for successful completion of the dissertation, why it must be conducted off campus, and the approximate time needed for this activity. This doctoral candidate is registered for dissertation research, which counts towards full-time enrollment. \_\_\_\_\_ (initial here)
- 2) Prior CPT authorizations:
- ☐ This is the student's first CPT request.
- ☐ This is the student's SECOND CPT request. This student has already successfully participated in an authorized training program. I recommend this new participation based on the student developing the following new skills and/or fulfilling the following new objectives (at least two new training elements are required):

1. The internship will now switch gears and the student will look into the deliverables outlined in the concept note in greater detail. The final deliverable to be developed this semester will be a detailed document outlining a policy for implementation.

2. The process will include meetings with World Bank officials to incorporate their feedback into research, which is new.

**Please attest to the following:** I understand that federal regulation prohibits the use of CPT to facilitate convenient employment opportunities. GU policy allows no more than three CPT authorizations per degree program, regardless of particular academic program policies for enrollment in internship courses. For option B, students must pass the course in order to be eligible for future authorizations. The purpose of CPT is to allow training that is integral to the curriculum of the degree program. If a student is perceived to have abused this authorization, his/her future immigration benefits could be jeopardized. I attest that this position is integral to the curriculum of the student's degree program, and I recommend that the student be authorized to engage in this training.

Date (mm/dd/yy):	01/04/2019	Phone:	202-687-7338
Name (please print):	NIRMALA FERNANDES	Signature:	
Title:	DIRECTOR ACADEMIC AFFAIRS	Email:	nf168@georgetown.edu