

IMPORTANT INFORMATION

This form is composed of three sections and each section is to be completed by the student, academic advisor and employer, respectively. For a complete submission of the Curricular Practical Training Application all pages of this form must be completed and submitted to the Career Development Center. The form should be accompanied by the offer letter and MyPack course schedule. The offer letter must include the job title, job description, salary, number of hours you will work per week, start date, end date, and the specific work location (the address where the student will work from). The offer letter needs to be on company letterhead. Generic letters will not be accepted. [Check our website](#) for more information. Masters non-thesis students planning to do a part-time Co-op during the academic semester (fall/spring) must register for a full-time course load.

SECTION I - TO BE COMPLETED BY STUDENT

Last Name	College/Dept
First Name	Major/Program
ID	Degree Level
Email	
Estimated semester of degree requirements completion	Estimated date of defense (for Thesis/Dissertation students only)
Have you previously done Curricular Practical Training? NO YES. <i>If yes, list previous semesters of CPT</i>	
Will you be engaged in on campus employment during the period of CPT? NO YES. <i>If yes, enter number of hours per week of on campus employment</i>	
Will you be traveling outside of the U.S. between the time you submit your application and the expected CPT start date? NO YES. <i>If yes, enter travel dates</i>	

CPT INFORMATION

Name of Employer	Employer's Website
Your Work location address	
City/State	ZIP Code
Name of Supervisor	
Supervisor's Email	Phone
Your position's title	
Proposed start date	Proposed end date
Number of hours per week	
Please describe in your own words the primary duties/activities/responsibilities of this position.	

Please briefly describe your academic objectives and goals for this CPT position, and how it is a practical application and extension of the theoretical coursework that you have taken.

I certify that I have read and understand the requirements for CPT and I believe that I am eligible for CPT. The application I am submitting is correct and complete and the proposed/requested Co-op is integral to my academic program. I have read and understand the "Limits" section of CPT and understand the hours limitations of CPT employment and this employment conforms to those limits. I will discuss the Co-op activity with my academic advisor, and I will submit the Summary Report to my advisor and the Career Development Center. I will maintain health insurance coverage throughout the period of CPT that meets or exceeds the minimum coverage of the NCSU Student Health Insurance Plan. I understand that CPT will be revoked if I do not maintain good academic standing throughout duration of the CPT authorization. It is my responsibility to end employment immediately and I will report to OIS if I am placed in suspended, terminated, probation, or warning status and if I am involved in any academic integrity or student conduct violation or any other action that results in the loss of good academic standing.

SECTION II - TO BE COMPLETED BY ACADEMIC ADVISOR AND/OR THE DIRECTOR OF GRADUATE PROGRAM

IMPORTANT INFORMATION

Dear Advisor/Director of Graduate Program, the cited student is requesting Curricular Practical Training (CPT) - Co-op in his/her field of study. Curricular Practical Training is intended for required internships, cooperative education experience, off-campus research necessary for a thesis or dissertation, etc. If you determine that this opportunity is beneficial, but not an integral part of the student's current academic program/thesis, please encourage the student to consider Optional Practical Training instead. Please consult the [OIS website](#) or an OIS advisor for more information, questions, or concerns. In order for OIS to authorize the CPT, it is necessary for us to ascertain the student's eligibility to engage in off-campus employment at this point in his/her program. Please review the student's application, Co-op offer letter, fill out and sign this form to indicate your recommendation for CPT. Once you are done, please return this form to the student so he/she can submit these forms to the Career Development Center. Thank you for your assistance.

Student Name

ID

Estimated date of degree requirements completion

Estimated date of defense (for Thesis/Dissertation students only)

Please check the applicable box below (choose at least one option) and fill in the requested information:

This (☐ part-time or ☐ full-time) employment is a required part of the degree program.

This (☐ part-time or ☐ full-time) employment is an integral component of this student's thesis/dissertation. What thesis research credits will the student enroll for during the CPT semester? Please explain how this employment is integral to the thesis/dissertation.

The part-time employment is an extension of coursework this student has already completed and part of the university's co-op program. The employment will supplement a full-time course load for this student during the academic year. Please list at least 3 courses that the student has already completed that relate to the employment:

The full-time Summer employment is an extension of coursework this student has already completed and part of the university's Co-op program. The summer is not the student's final term of required enrollment in the academic program and the student will enroll in COP 500. Please list at least 3 courses that the student has already completed that relate to the employment:

I certify that the student named above has maintained fulltime enrollment and is making good academic progress. I have read the student's job description, support the student's academic objectives, and recommend this CPT/Co-op. This Co-op position will not delay this student's degree completion and is within the employment limits allowable for international students (if necessary, please review the [limits section on the CPT instructions](#)). I certify that the proposed practical training is an integral part of the student's academic program and extension of the coursework the student has already taken. The student is not prevented by contract from discussing the work with me and the student is expected to provide me with a copy of the summary report, and incorporate the lessons learned from the Co-op position in his/her academic program/thesis.

Name of Academic Advisor

Department

Email

Phone

Academic Advisor's Signature

Date

For Graduate students only:

Name of Director of Graduate Program

Department

Email

Phone

Director of Graduate Program's Signature

Date

IMPORTANT INFORMATION

Thank you for your interest and support in hiring an international student from NC State to engage in a Co-op or internship position with your company. The Office of International Services (OIS) at NC State is very supportive of those students who are both interested in and meet the eligibility requirements to engage in Co-ops/internships as an integral component of their academic programs and we appreciate your participation in this important educational experience. Curricular Practical Training (CPT) is a type of off-campus employment authorization that international students in F-1 status may request in order to engage in required internships, paid activities that are integral to their research, or cooperative work-study arrangements that provide an integral component to their academic program. CPT is intended for required internships, cooperative education experience, off-campus research necessary for a thesis or dissertation, etc. If a non-disclosure agreement or other restriction prevents a student from discussing the Co-op activities with the academic advisor, Optional Practical Training (OPT) may be an option - or the company may wish to pursue an employment visa for the student. CPT will be authorized only if it is an integral component and contributes to a student's current academic degree program and the academic advisor is familiar with the student's Co-op activities. Please contact OIS if you have specific concerns about completing this form. Please consult relevant government publications (or consult a qualified specialist) for information and forms regarding employment eligibility verification, social security and tax withholding, and other employer responsibilities. A student's original SEVIS I-20 form with the CPT can be used along with a valid foreign passport to complete the Form I-9. For more information, [please contact OIS](#) at ois@ncsu.edu. Thank you again for your assistance.

In order for the international student to engage in CPT, the following conditions (in addition to the requirements the student must meet or obtain), must be true. A Manager, Supervisor, HR representative, or other authorized company representative must certify the statements below. By signing below, the employer certifies that:

- This Co-op (or internship) position is temporary (one semester or one academic year) and educational in nature and the student worker will not be in a permanent, professional, full-time position.
- This Co-op student will not displace a US citizen employee.
- This Co-op student will not be prohibited from discussing with his or her academic advisor at NC State the nature, scope, activities and objectives of the Co-op activities at the company and how it relates to the student's academic program or thesis research. The site supervisor or other company manager may work with the Co-op student and/or academic advisor to make sure that any confidential personal or proprietary information is adequately protected before it is shared with the academic advisor or used in the student's research or thesis, but the academic advisor must be sufficiently familiar with the Co-op activities to certify its relevance and benefit to the student's academic program.
- It is understood that CPT is generally authorized on a semester-by-semester basis and is not authorized in advance for the full employment duration if the proposed employment goes beyond one academic term; in such a case the student will need to apply and qualify for a new CPT authorization. If no end date is reflected in the offer letter of employment, the CPT will be authorized for the maximum duration of that semester.

Name of company representative

Title

Email

Company's name

Phone

Student's Full Name

Student's position title

Signature

Date

Additional comments (optional):