CPT Renewal Application Undergraduate F1 – F3 Students

Name: ___________________________  UTEP ID#: 8

Email: ___________________________  SEVIS ID#: N00

Phone Number: _____________________  Hours/week (21+ is full Time): 

Requested Start and End date of CPT: ___________________________

Expected Graduation Date: ___________________________

Employer Name: ___________________________

Employer Address: ___________________________

Employer Phone #: ___________________________

Employer Email: ___________________________

I authorize OIP to discuss my CPT authorization with the employer listed above. Signature: ___________________________

Curricular Practical Training (CPT), allows international students to work full-time or part-time either off or on-campus during their studies at UTEP. The employment must be directly related to your major, and you either must receive Co-Op or course credit, or it must be required for completing your degree (only a few degree plans have this).

YOU CAN APPLY FOR RENEWAL IF:

✓ You will be remaining at the same job/position with the same employer, but if this information has changed a CPT renewal will not apply. (You must then turn in a new complete CPT application)
✓ You have to maintain a GPA of 2.0
✓ You have a job offer for a position directly related to your current major, as indicated on the I-20.

HOW TO APPLY:

✓ Attach copy of offer letter from prospective employer, with employer’s address and job description clearly indicated.
✓ Notify the University Career Center of your extension by logging in to Job Mine, and using the “Report my Internship” function to create the new record. Upload a pdf of your offer letter & explanation of relation to major there. The CPT renewal process will be completed in 5 business days after we have received confirmation from the Career Center that you are eligible to be enrolled in Co-Op.

OFFICE USE ONLY

Overall GPA: ___________________________

Major in BANNER: ___________________________

Level of study in BANNER: ___________________________

Accumulated Full-Time CPT: ___________________________

I-20 Program Start Date: ___________________________

I-20 Program End Date: ___________________________

Holds preventing registration?  Yes  No

Date attended Workshop:  _____/_____/_____

Co-Op Eligible?  Yes  No

Does major in fsa match Banner? (If no, correct)  Yes  No

If no, date corrected________

Term: Hour:  Term: Hour:  Term: Hour:  Term: Hour:

Term: Hour:  Term: Hour:  Term: Hour:  Term: Hour:

Note: ___________________________

RV. 04/04/2017
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CURRICULAR PRACTICAL TRAINING STATEMENT OF RESPONSIBILITY

This is a notice that international students on F visas must receive prior approval before engaging in off-campus employment. As a student holding F-1 or F-3 status you are required to follow the rules for Curricular Practical Training (CPT) to maintain your status.

Please refer to the Code of Federal Regulations governing CPT:
8 CFR 214.2(f)(10)(i) Curricular practical training. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

B) SEVIS process. To grant authorization for a student to engage in curricular practical training, a DSO at a SEVIS school will update the student’s record in SEVIS as being authorized for curricular practical training that is directly related to the student’s major area of study. The DSO will indicate whether the training is full-time or part-time, the employer and location, and the employment start and end date. The DSO will then print a copy of the employment page of the SEVIS Form I–20 indicating that curricular practical training has been approved. The DSO must sign, date, and return the SEVIS Form I–20 to the student prior to the student’s commencement of employment.

I understand and acknowledge that I may not begin working until a new I-20 with a CPT authorization on page 3 has been issued to me. I also understand that I may not work before or after my dates of CPT work authorization. Finally, I understand that unauthorized employment will result in the termination of my authorization to study in the U.S.

- Failure to comply with these rules will result in termination of your immigration status. Please visit the Office of International Programs if you have any questions.

- Signing this memo indicates you understand and will comply with the above statement.

____________________________________  ______________________________________
Print Name:                           UTEP ID Number:

____________________________________  ____________________________
Signature:                          Date: