

Spring 2012 CPT Checklist for Music Student Application

This part-time music CPT application is **only** for students applying for off-campus work authorization to play for area symphonies and individual performances that will be approved by the School of Music (Dr. Larsen for undergraduate students; Dr. Bade for graduate students). Students must have this CPT application approved before employment begins for any paid performance and/or rehearsals, and must register for credit in **MUS 4260 or MUS 4261**.

If you are applying for CPT authorization for a full-time or part-time internship opportunity that is NOT based on enrollment in Music 4260 or 4261, please use the appropriate undergraduate or graduate CPT application form found on the IS website and follow those specific CPT instructions.

Enroll in credit hours for the Spring 2012 semester

Register for Music 4260 or 4261.

Complete registration (pay fees for Spring 2012 semester and confirm enrollment)

LSU Bursar Operations will start allowing registration from Monday, November 28, 2011. Formal registration includes: course registration, payment of fees for the Spring 2012 semester, and official confirmation of enrollment through LSU Bursar / PAWS.

The official processing period for CPT begins Monday, November 28, 2011 for students who have formally registered for Spring 2012; actual CPT processing will not begin before that time but applications submitted early may be reviewed for completeness.

Formal registration **must** be completed and all required documentation **must** be submitted by the CPT deadline **before** processing can begin. *Please allow at least 5-10 business days for processing.*

Submit your CPT Application to IS (below) fully completed, with original signatures from student and advisor.

Include a copy of your current I-20 showing up-to-date and correct information. Make sure the major & level of study, source of funding (cannot be from CPT employment), and program completion date are accurate. To make any corrections to your I-20, you must submit a Green Sheet Form, and, if applicable, a Status Extension or Change of Program Level Form. You may submit these forms before or at the same time as submitting your CPT application; this will require an additional 5-10 days for processing.

Submit all your application materials to International Services, 101 Hatcher Hall before the CPT deadline of 4:30 p.m. Tuesday, January 17, 2012. NO EXCEPTIONS.

By the CPT deadline, all required documentation must be submitted and final registration must be completed (all fees must be paid for the Spring 2012 semester, and enrollment officially confirmed through LSU Bursar / PAWS). **Late or incomplete applications cannot be processed.** Allow at least 5-10 business days for processing before your requested start date, from the date we receive all materials. We cannot entertain requests for expedited service.

Note: You are not authorized to begin working unless and until this application is approved by our office and you have picked up your CPT authorization I-20 from International Services.

**SPRING 2012 PART-TIME CURRICULAR PRACTICAL TRAINING (CPT):
MUSIC STUDENTS REGISTERED IN MUSIC 4260 OR MUSIC 4261**

The deadline for submitting your completed CPT application for Spring 2012 is **4:30 p.m. Tuesday, January 17, 2012**. You are encouraged to submit your application to IS before this deadline in case additional information or documents are needed to process your application. All required documents and registration requirements must be submitted by this date.

Please allow at least 5-10 business days for processing before your proposed employment start date. You must wait until you receive your approved CPT I-20 before you begin any off-campus employment.

A. General Information

LSU ID#: 89-_____

Name: _____
(last) (first) (middle)

B. Basis of CPT request

1. What major is this CPT request based upon?

Bachelor's Master's Doctorate in _____

2. Please indicate which course you have enrolled in for Spring 2012. (If you are not enrolling in either of these courses, do not use this CPT application.)

Music 4260 Music 4261

C. Period of CPT Employment:

Your Spring 2012 part-time music CPT authorization will start after your previous CPT ends or from the date your application is processed, whichever is later. Your CPT must begin by January 26, 2012. CPT authorization cannot be back-dated and will not be authorized after January 26, 2012.

Your Spring 2012 part-time music CPT authorization will end on June 3, 2012 – unless you are completing your degree in the Spring 2012 semester. If you will graduate at the end of the Spring 2012 semester, your CPT authorization will end on May 18, 2012 (graduation day).

If you will register Degree-Only for Spring 2012 (no credit hours), you are not eligible for Spring CPT, and any on-campus employment must end by the Degree-Only date of January 26, 2012.

Which semester will you graduate:

Spring 2012 other: _____

D. Other Employment Information

1. Will you have an on-campus job or assistantship in the Spring 2012 semester?

Yes: _____ hours per week No

If yes, which department will you work for? _____

2. How many hours will you work off-campus while on CPT? _____ hours per week

Note: The combined total of hours worked per week may not exceed 20.

E. Course Enrollment While on CPT

1. Will you enroll in courses (excluding research hours) while on CPT? Yes No

If yes, how many coursework hours will you enroll in? _____ hours

2. If you are a Graduate student: will you enroll in thesis or dissertation research hours while on CPT?

Yes: _____ research hours No

F. Required Signature: Academic or Graduate Advisor

I certify the information on this form to be true and correct. I approve of this student’s participation in Curricular Practical Training employment off-campus during the Spring 2012 semester.

I certify that the CPT employment for which this student is applying is an integral part of an established curriculum for the course(s) Music 4260 and/or Music 4261.

Academic or Graduate Advisor’s name (printed)

Signature

Signature date

G. CPT Statement of Acknowledgement

To be completed by the F-1 student:

I, the undersigned F-1 student, understand that CPT employment authorization is temporary and is primarily for the purpose of fulfilling my curricular requirements. I am required to maintain enrollment in the course(s) mandating CPT during the period of authorized employment. I understand that if I do not fulfill necessary registration/enrollment requirements, LSU International Services (IS) must cancel my CPT authorization.

I understand that failure to abide by the above conditions may result in the forfeiture of any future terms of CPT authorization and my lawful F-1 status.

By signing below, I acknowledge that I have carefully read and understood the CPT forms and instructions on the IS website at www.lsu.edu/iso. I have carefully reviewed my CPT application and certify that all information on it is true and correct. I will notify IS immediately of any changes to the terms or duration of my employment, or if I decide not to pursue this CPT employment this semester.

I understand that IS may cancel my CPT authorization at any time if it is determined that any information on or pertaining to my CPT application is false. I understand that my lawful F-1 status may be at risk in such cases. I will be informed by IS through my LSU email if my CPT is cancelled and whether the cancellation of my CPT will affect my F-1 status.

Student’s name (printed)

Student’s signature

Signature date