

Spring 2012 CPT Checklist for Graduate Student Application

- Copy of your current I-20** containing 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, Status Extension, or Change of Program Level form prior to or at the same time as submitting your CPT application; this will require extra processing days.
- CPT Application** (below) fully completed, with **original signatures** from **student and department**.
- Statement of Acknowledgement** form (below) with your **original signature**.
- Original job offer letter**, on **official company letterhead with actual signature from employer**.
No faxes or email attachments can be accepted. [See sample job offer letter](#).
You must work during the entire period of CPT authorization as determined by your job offer letter.

Employer letter must contain:

- a) specific start and end dates of job offer (see requirements below)*
- b) complete physical address of employment
- c) number of hours student will work each week
- d) student's job title
- e) description of job duties

* The **start date** of the job offer must be between December 11, 2011 and January 26, 2012.

* The **end date** of the job offer must be between May 5, 2012 and June 3, 2012. If you will **graduate at the end of the Spring 2012 semester**, employment must end no later than May 18, 2012 (graduation day).

If you will be **registered "Degree Only" for the Spring 2012 semester** you are not eligible for Fall CPT.

Your CPT will not be approved if the dates on your job letter do not meet requirements listed above.

- Either:
 - A. **Register** for a course requiring internship, if the basis for your CPT application is a course for credit.
 - or- B. **Obtain** an internship code (ITN for full-time, or CEP for part-time) from LSU Career Services. This must be loaded into the LSU system by Career Services before your CPT application is submitted to IS.
- Complete registration:** LSU Bursar Operations confirms **the first day to register and pay fees** for Spring 2012 is **Monday, November 28, 2011**. CPT applications turned in before this date can only be reviewed for completeness. Actual CPT processing begin no earlier than November 28, 2011; at that time, the 5-10 day processing period for CPT begins, after you complete formal registration for Spring 2012.
- An additional letter of departmental support** is necessary if you have **already completed** all course work requirements (excluding thesis/dissertation research hours) before beginning this CPT employment. If all coursework has been completed, the only employment that qualifies for CPT authorization is work **integral** to the completion of your thesis, dissertation, or final project. Prior to applying for CPT you **must** register in a minimum of 1-3 research credit hours for this semester **and** you must **submit** a separate letter from your major professor indicating that your participation in off-campus CPT employment is an "integral part" of your thesis, dissertation, or final project.
- 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 our office.

SPRING 2012 CURRICULAR PRACTICAL TRAINING: GRAD STUDENT APPLICATION

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 must be received and registration requirements must be completed by this deadline. Please allow at least 5-10 business days for processing before your requested employment start date. **No exceptions can be made.**

A. General Information

LSU ID#: 89- _____

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

1. Semester of first entry as F-1 student or effective date of change of status to F-1: _____
2. Have you ever previously had full-time CPT authorization at LSU? Yes No
3. Have you ever previously had full-time CPT authorization from another school based on the same program level as this CPT request? Yes No

If yes, please indicate the dates of your full-time CPT authorization from your previous school(s) for the same program level. (Please list additional full-time CPT periods on the back of this form).

From: _____ to _____ From: _____ to _____
(Mo./Day/Yr.) (Mo./Day/Yr.) (Mo./Day/Yr.) (Mo./Day/Yr.)
From: _____ to _____ From: _____ to _____
(Mo./Day/Yr.) (Mo./Day/Yr.) (Mo./Day/Yr.) (Mo./Day/Yr.)

B. Basis of CPT request

1. What major is this CPT request based upon?

Master's PhD in _____

2. Is this your first semester in this major? Yes No

3. Are you pursuing a dual degree/double major? Yes No

If yes, list your other major and degree level:

Master's PhD in _____

When will you graduate with this second major? _____
(Semester / Year)

4. What is the basis of your CPT request? (**You are required to check at least one.**)

Registration in a course for academic credit which requires off-campus employment of all students enrolled. Course title and number: _____

Registration in an internship through the Office of Career Services: ITN (full-time) CEP (part-time)

****If you are registered for fewer than 9 credit hours and are requesting full-time CPT, you must register through Career Services for an ITN code to maintain full-time registration – unless it is your final semester of graduation/completion as verified by LSU IS and/or your department.***

C. Period of CPT Employment specified on employer letter:

Allowed CPT start date range: December 11, 2011 to January 26, 2012.

Allowed CPT end date range: May 5, 2012 to June 3, 2012.

If graduating in the Spring 2012 semester, employment must end no later than May 18, 2012 (graduation day).

We cannot backdate CPT authorization and you cannot begin work until CPT authorization is approved; we recommend applying at least 5 business days before your proposed employment start date to allow IS sufficient time to process your CPT application once all documents have been received and requirements have been met.

1. You are applying for (check only one):

Full-time CPT authorization _____ hours per week (greater than 20)

Part-time CPT authorization _____ hours per week (no more than 20)

D. Other Employment Information

1. Did you hold an assistantship during the Fall 2011 semester? Yes No

If yes, for how many hours per week? 10 20 Other _____ hours per week

For which department? _____

2. Will you hold an assistantship during the Spring 2012 semester? Yes No

If yes, for how many hours per week? 10 20 Other _____ hours per week

For which department? _____

3. Will you have an on-campus job for the Spring 2012 semester? Yes: No

If yes, for how many hours a week will you work on-campus? _____ hours per week

For which department will you work? _____

E. Course Enrollment While on CPT

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

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

2. Will you enroll in thesis / dissertation / project research hours while on CPT? Yes No

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

F. Defense Date (if you are enrolled in a non-thesis Master's program, you can skip this question)

1. Will you defend your thesis or dissertation during the Spring 2012 semester? Yes No

If yes, when will you defend? _____

(Month / Day / Year)

Note: If you will defend prior to Spring 2012 mid-terms, you are not eligible for Spring 2012 CPT.

G. Graduation Date

1. Please indicate when you will complete your program:

end of Spring 2012 semester

"degree only" for the Spring 2012 semester (You are not eligible for Spring 2012 CPT)

Other: _____

(semester / year)

H. Credit Hours Earned Toward Completion of Degree Program

The section below must be reviewed and signed by your academic advisor and department head.

1. What is the **total number of coursework credit hours** (excluding thesis/dissertation hours) **required** for the completion of the degree on which your CPT request is based? _____ hours
2. How many **of those coursework credit hours** (excluding thesis/dissertation hours and non-required credit hours) will you have completed by the end of the Fall 2011 semester (last enrollment term)? _____ hours
3. By the end of the Fall 2011 semester (last enrollment term), will you have already finished all **required coursework** (excluding thesis/dissertation hours) of the academic program on which your CPT request is based? Yes No

If yes, you are required to submit a separate letter from your major professor indicating that your participation in off-campus CPT employment is an **“integral part of your thesis or dissertation.”** The letter **must also describe in detail** how the proposed CPT employment is integral for the completion of your thesis or dissertation.

If you are registering for CPT is based on the fact that it is **integral to the completion of your thesis, dissertation, or final project**, you must register in a minimum of **1-3 credit hours prior to applying for CPT** (even in your graduating semester).

I. Required Signatures:

Major Professor and Department Head (of major on which this CPT request is based)

To the best of my knowledge, I certify information on this form to be true and correct. I approve of this student's participation in Curricular Practical Training 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.

I certify that this student has completed the required coursework hours listed above for the completion of the degree that the CPT request is based on (excluding thesis/project or dissertation hours). If the student has completed all required coursework hours, I have attached a letter which indicates that the proposed employment is integral to the completion of the student's thesis, dissertation, or final project.

Major Professor's name (printed)

Major Professor's signature

Signature date

Department Head's name (printed)

Department Head's signature

Signature date

Student

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 certify that all information on my application 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 employment with my approved CPT employer.

If I am pursuing a second degree in addition to the degree on which this CPT authorization is based, I have already informed my academic advisor and department head of the second degree program that I may not be pursuing coursework in that degree during this CPT program.

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 if/how cancellation of my CPT will affect my F-1 status.

Student's name (printed)

Student's signature

Signature date

CPT Statement of Acknowledgement

Please read the information below carefully before signing.

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 either 1) enrollment in the course(s) mandating CPT (includes thesis/dissertation research hours) or 2) registration in an LSU Career Services Internship Program 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 will report extensions or any changes (in work plans, location, hours per week of employment, employment dates, etc.) to my CPT employment to IS **before** any such changes occur. I am aware that the changes are subject to IS approval to continue my CPT authorization. I will notify IS **immediately** if I decide not to work or stop working using my CPT authorization and I will be informed of how it may affect my F-1 status.

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.

(Student's name - printed)

(Student's original signature)

(Date)