

## Spring 2012 CPT Checklist for Undergraduate 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 academic advisor**.

**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 to January 26, 2012.

\* The **end date** of the job offer must be between May 5, 2012 to 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).

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

In your graduating semester, you must register in **a minimum of 1 credit hour** prior to submitting your CPT application. You may be required to register in more hours by your academic college; please check with them regarding specific requirements.

Either:

A. **Obtain** an internship code (ITN for full-time, or CEP for part-time) from LSU Career Services. This code must be loaded into the LSU system by Career Services before your CPT application is submitted to IS.

-or-

B. **Register** for a course requiring an internship, if the basis for your CPT application is a course for credit.

**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.

**Submit all application materials to International Services, 101 Hatcher Hall before the CPT deadline of 4:30 p.m. Tuesday, January 17, 2012, 2011. 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: UNDERGRADUATE APPLICATION

The deadline for submitting your completed CPT application for Spring 2012 is **4:30 p.m. Tuesday, January 17, 2012**. All required documents must be received and registration requirements must be completed by this deadline. **No exceptions can be made.**

You are encouraged to submit your application to IS before this deadline in case additional information or documents are needed to process your application. Please allow at least 5-10 business days for processing before your requested employment start date.

## 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 schools 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? \_\_\_\_\_

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: \_\_\_\_\_

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)

## C. Period of CPT Employment – to be Specified in 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 at the end of the Fall 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 5-10 business days before your proposed employment start date to allow sufficient time for IS 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. 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 while on CPT?  Yes  No

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

#### F. Graduation Date

1. Please indicate when you will complete your program:

end of Spring 2012 semester

Other: \_\_\_\_\_ ( semester / year )

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**The section below must be reviewed and signed by your academic advisor**

#### G. Credit Hours Earned.

1. What is the total number of credit hours required for the completion of the degree on which your CPT request is based? \_\_\_\_\_ hours

2. How many of those 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 of the academic program on which your CPT request is based?  Yes  No

#### H. Required Signatures:

##### Academic Advisor

*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 this student has not yet completed all coursework required for the completion of the degree that this CPT request is based on. I certify that the CPT employment for which this student is applying is an integral part of an established curriculum.*

\_\_\_\_\_  
Academic advisor's name (printed)

\_\_\_\_\_  
Academic advisor's signature

\_\_\_\_\_  
Signature date

##### Student

*By signing below, I acknowledge that I have carefully read and understood the CPT instructions on the IS website at [www.lsu.edu/iso](http://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 employment with my approved CPT employer. 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 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 the IS before any such changes occur. I am aware that the changes are subject to approval by the IS in order 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.

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*(Student's name, printed)*

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*(Student's original signature)*

*(Date)*