Policy on Academic Approval for CPT Petition Rev.
April 2023

Student and Exchange Visitor Program’s governing regulations for students and schools [8 CFR 214.2(f)(10)(i)] define Curricular Practical Training (CPT) as an employment authorization that is “an integral part of an established curriculum, including alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” CPT is not meant to facilitate the creation of a special employment opportunity for international students on F-1 visa or for employment unrelated to the major field of study. It must have well-defined learning outcomes and cannot delay the time of graduation. Therefore, CPT is not allowed in the final semester unless the academic program requires an internship/co-op in the graduating semester. If the primary goal is practical work experience rather than an academic pursuit, please apply for Optional Practical Training (OPT). In addition, CPT must be associated with an approved Internship and/or Practicum course, and therefore the employment period should be consistent with the course period in a semester. A CPT course cannot be added after add/drop period.

Please follow the guidelines below for CPT petition:

- Required components for a CPT application (incomplete application will not be accepted):
  1) Completion of at least two long semesters of study as a full-time student.
  2) In good academic standing based on academic standards of the undergraduate program.
  3) Faculty adviser’s letter describing the scope of CPT and the intended student outcomes (details in the instruction for academic department). If the CPT is arranged for data collection as required for senior projects or research, the letter must specify how the data will be incorporated into the research or project report.
  4) Employer’s offer letter with authorized signature(s) including the following components:
     a. The letter must be in the company’s letterhead signed by the authorized company official.
     b. A description of the position and job responsibility.
     c. Physical location and start & end dates of employment.
     d. Specification of part- or full-time employment including the number of hours per week and compensation terms.
     e. Contact information of the employer (supervisor’s full name, title, complete physical address, telephone number and email address).
  5) Registration in a required internship/practicum (A syllabus containing the following components must be provided: course description, pre-requisite requirements, learning objectives, course materials, student outcomes, methods of performance evaluation and grading scale).
  6) Completion of CPT academic approval form (attached) and other documents required by the Office of International Education & Services.
  7) Submit the completed application electronically to the Office of International & Services (lamar.edu/international → Guides & Forms → FORM – CPT Application).
CPT APPLICATION FORM
(UNDERGRADUATE)

SECTION 1: To be completed by student

Name: ___________________________________________ Date: ___________________________________________

Local Address: __________________________________________

LU ID#: ______________ Phone No.: ______________ Lamar Email: ___________________________________________

Major Degree Program: ___________________________________________

Signature: ___________________________________________

SECTION II: To be completed in full by academic adviser

Degree Level: ☐ Bachelor

Field of Study: ___________________________________________

Expected completion date of degree requirements: ___________________________________________

Proposed internship Start date: _______________ End date: _______________

Please review and check one of the options below describing the purpose of the internship:

☐ The internship is a required and established part of the degree program.

Course Number: ______________ Number of Hours: ________ Semester: ____________________________

☐ This internship/practicum is part of the established curriculum, for which the student will receive academic credit towards their degree and in this student’s major field of study. The internship course below is open to all students in the degree program.

Course Number: ______________ Number of Hours: ________ Semester: ____________________________

SECTION III: Approval

Program Director: ___________________________________________ Date: ____________________________

Department Chair: ___________________________________________ Date: ____________________________