



F-1 STUDENT CURRICULAR PRACTICAL TRAINING (CPT) REQUEST

Harvey Mudd international (F-1 status) students who wish to complete internships in the United States must obtain **Curricular Practical Training (CPT)** authorization prior to the start of their internship. CPT is an off-campus employment option available to F-1 students when the training (i.e. internship or employment) is considered an integral part of the established curriculum and directly related to the student's major. "Training" refers to paid or unpaid work/study experience, internships, or cooperative education. F-1 students applying for CPT authorization must submit to the Designated School Official (DSO) at least **3 weeks prior** to the start of the internship:

- This completed F-1 Student Curricular Practical Training Request form
- A copy of the employer offer letter

Student Name: _____ **Major:** _____

INTERNSHIP INFORMATION:

Organization/Company Name: _____

Organization/Company Address: _____

Supervisor Name: _____

Phone: _____ Email: _____

Start Date: _____ End Date: _____ Hours/Week: _____

Major work responsibilities of this internship: _____

HMC ACADEMIC ADVISOR APPROVAL:

Advisor Name: _____

Phone: _____ Email: _____

Advisor Signature: _____ Date: _____

STUDENT STATEMENT OF UNDERSTANDING:

I acknowledge that I have read and understand the Curricular Practical Training guidelines and information on the reverse side of this page, and that I cannot begin my internship experience until I have received my new I-20 with CPT authorization.

Student Signature: _____ Date: _____

Harvey Mudd College

F-1 STUDENT CURRICULAR PRACTICAL TRAINING INFORMATION

Curricular Practical Training (CPT) is alternate work/study, internship or cooperative education that is considered an integral part of the student's curriculum and is directly related to the student's major area of study. Harvey Mudd College treats experiential learning, in the form of laboratories, clinics, research opportunities, studio courses, and so on, as an integral though often ungraded part of the established curriculum. Internships with sponsoring employers are an optional but important form of experiential learning, and thus the college encourages such experiences where appropriate.

F-1 students engaging in such activities must obtain CPT authorization **prior** to the start of the internship. CPT is approved for a specific internship experience for a specific period of time. F-1 students **must first obtain an employment or internship offer in order to be eligible for CPT**. The HMC Office of Career Services is an excellent resource for students who are looking for an internship experience. Also, since academic advisor approval is required for CPT authorization, students should consult their advisors during the internship search process. Generally, HMC students engage in CPT during the summer months.

CPT AUTHORIZATION PROCESS:

- Consult with the HMC Office of Career Services and academic advisor early in the search for an appropriate internship opportunity
- Obtain an offer letter from the prospective employer
- Submit to the DSO at least **3 weeks prior** to the start of the internship:
 - This completed F-1 Student Curricular Practical Training Request form
 - A copy of the employer offer letter

These items may be submitted to the Designated School Official:

- In person, or
 - By e-mail to DSO@hmc.edu
- DSO will review the request to determine eligibility for CPT. If CPT is approved, I-Place will print a new I-20 showing CPT authorization and notify the student that the new I-20 is ready to be picked up (arrangements for mailing the new I-20 to the student can also be made).
 - F-1 students **must have** the I-20 showing CPT authorization in hand **prior** to the start of the internship.

REPORTING REQUIREMENTS WHILE ON CPT

While on CPT, students must report to the Designated School Official via email (DSO@hmc.edu):

- Any change of address within 10 days of moving.
- Any change in internship or employment details, including changes in:
 - Start or end dates
 - Employer name or address
 - Supervisor name and contact information
 - Work responsibilities of the internship

**Note that significant changes to internship may require a new determination of CPT eligibility.

For additional information or assistance in with Curricular Practical Training authorization, contact:

DSO@hmc.edu