



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Last Name	First Name
Major: <input type="checkbox"/> MBA Concentration <input type="checkbox"/> MIS <input type="checkbox"/> IBM <input type="checkbox"/> ENT <input type="checkbox"/> ACCTG	SEVIS ID Number:
Birth Date:	Email:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone#:

Applying Quarter: _____
Quarter Year

CPT Starting Date: _____ Ending Date: _____
MM/DD/YYYY MM/DD/YYYY

Company Name:	Job Position:
Company Address:	
Job Description:	
How does your job relate to your major?	
Student's Signature:	Date:

OFFICE USE ONLY	
Approved	Conditionally Approved: _____ Declined: _____
_____ _____ _____	
Chief Academic Officer Signature: _____	Date: _____



CPT STUDENT REGISTRATION FORM

Office Use Only

Year: _____

Quarter: Winter Spring Summer Fall

Please print clearly and accurately.

Date

Last Name,	First	M.	Date of Birth
Street	City	State	Zip
Email			Phone

1. CPT Application	2. Job Offer Letter	3. CAO Interview	Course Number	Course Title	Units	Total Tuition
Initial	Initial	Initial	MA 750	Curricular Practical Training Course	2	\$200

1. To continue applying for CPT with the same position & company, only fill out CPT Request form & Registration Form.

2. The Job offer letter must meet the requirements (See the sample letter for more details)

3. New applicants must meet with the CAO for approval.

Continuing applicants must meet with the CAO if the student's job position and/or company changes.

A \$35 Fee will be assessed to any return check, either for Non-Sufficient Funds or for Stop Payments.

By signing this form, I acknowledge that I have read and understand the contents of this form and agree to the policies and procedures of registration.

Student's Signature

Office Use

- NEW
 1. CPT Application
 2. Job Offer Letter
 3. CAO Interview
 4. Payment
 CONTINUING
 5. CPT I-20 issued/Date _____

Received by _____ Date _____

Approved by _____ Date _____

SAMPLE JOB OFFER LETTER
for F-1 Curricular Practical Training

Company/Organization Letterhead

[DATE]

[STUDENT'S NAME]
[STUDENT'S ADDRESS]
[STUDENT'S CONTACT INFORMATION]

Dear **[STUDENT'S NAME]**,

We are very pleased to offer you the position of **[JOB TITLE]** with **[COMPANY NAME]**. Please find the following confirmation of the specifics of your work:

Position Title: **Accounting Assistant**

Start Date: **(1st day of Quarter in which you were registered to)**

End Date: **(Last day of Quarter in which you were registered to)**

Number of Work Hours Per Week: **20 hours per week**

Salary (**optional**): **\$15.00 per hour**

Supervisor: You will be reporting to **[SUPERVISOR'S NAME and TITLE]**.

[Supervisor's Contact Information] may be contacted by phone at **(xxx-xxx-xxxx)** or by email **(xxxxxxx@xxx.com)**.

Responsibilities: Your day-to-day responsibilities will include the following:

- **Developing online marketing resources (webpages, videos, slideshows) for products**
- **Create sales presentations and surveys for prospective clients**
- **Work with department managers to analyze marketing resource effectiveness**
- **Attend weekly working group staff meetings**

(Examples of duties and responsibilities)

Office Location: You will be working in our branch office at **[Company Location]**.

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email (xxxxxxx@xxx.com),

Sincerely,

[Signature over Supervisor's Printed Name and Title]

All items in **RED ink** are **REQUIRED** to be provided while items in **BLUE ink** are **OPTIONAL**