

Center for International Education
Curricular Practical Training (CPT) Verification Form
To be completed by an international student's academic advisor

In order for an F-1 international student at Columbus State University to be approved for Curricular Practical Training, his/her academic advisor or supervising faculty member must read the definitions below and provide the requested information to the International Student Coordinator who has the responsibility to authorize the training through SEVIS, which is the Department of Homeland Security computer database. The student cannot be authorized for the requested training without this verification form; therefore, please complete and return to the student or the International Student Coordinator in a timely manner. Thank you!

The following types of employment are legitimate for Curricular Practical Training:

- training that is required of all students in the degree program
- training that is required for a particular course or track within an established degree plan (the course may be an elective or optional course listed in the catalog for fulfillment of that degree, not necessarily a course required for every student).
- at a minimum, the course will carry academic credit, be listed in the school's current catalog of course offerings, and have a faculty member assigned to teach the course.

Name of faculty member completing form: _____

Title: _____ **Date:** _____

Student's Name: _____

Students major / minor: _____

Description of how proposed employment is "curricular" (ask student for employer letter):

Please provide the course number and name of the course that will be credited to the student as a result of the CPT: _____

Date / term the course credit will be awarded: _____

Faculty member assigned to award the course credit: _____

Any other conditions which the student must fulfill to receive course credit for the work:

Faculty signature: _____

Authority to approve CPT rests with the International Student Coordinator, who will use this form to determine eligibility. The International Student Coordinator must keep this form in the student's file and make it available to the Department of Homeland Security / USCIS upon request.