

CURRICULAR PRACTICAL TRAINING (CPT) REQUEST

Curricular Practical Training is an “*alternative 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*”. The CPT Request must be completed in UNC Global no less than **8 business days** before you wish to begin work. All off campus employment (CPT included) must be approved before you can start.

DO NOT START WORKING UNTIL YOU HAVE AUTHORIZATION IN SEVIS!

GETTING STARTED

- Navigate to www.unco.edu/cie/forms
- Select *Curricular Practical Training*
- Use your UNC student credentials to login

YOU WILL BE FINISHED WHEN

- There is a check mark under “Completed” in all available sections.
- You have clicked the “Submit” button.

FIRST TIME ACCESSING UNC GLOBAL?

You will need to enter the following information before continuing to the CPT Request.

- **Foreign Address** – This is not your U.S. address. You need to enter City and Province, so enter the same name in each field.
- **Emergency Contact** – This contact can be in your home country or the United States.

STEP 1 – Select the Term

Terms	<input type="radio"/>	Spring, 20XX
	<input type="radio"/>	Fall, 20XX

This allows you to choose which semester you will begin CPT employment. Keep in mind that this is not always the current semester.

STEP 2 – Read the Instructions

Instructions

The Instructions section provides an explanation of CPT as well as the requirements of the CPT Request and how you can complete each one.

STEP 3 – Provide a Digital Signature

Signature Documents

The Signature Documents section contains the statement of understanding. You must read it and sign digitally to indicate your agreement and understanding.

STEP 4 – Provide Employment Details

Questionnaire(s)

The Questionnaire(s) section contains the request for CPT authorization. To complete it, you must provide specific details about your employment opportunity.

STEP 5 – Upload a Letter of Employment

Attached Documents

The Attached Documents section allows you to upload your Letter of Employment. There is more information about the requirements of this letter on the next page.

Material Submissions

Once you have uploaded your Letter of Employment, the CIE office will review it. If your letter contains all of the required information, it will be marked as “Received”, if not, you will receive an email explaining the necessary corrections you need to make.

STEP 6 – Request Approval

Recommendations/Confirmations

The Recommendations/Confirmations section contains the electronic request link where you will enter your academic advisor’s information, your bear number, and a description of your situation requiring a CPT Recommendation.

We highly recommend talking with your academic advisor before you send this recommendation, so they know to expect it. There is more information about how to communicate with your advisor on the next page.

Once you submit your request, the Center for International Education will review your CPT Request and notify you whether it is accepted or denied. Remember that you must complete a new CPT Request **every** time you wish to start employment after the dates of your authorization have passed, even if it is the same position.

CPT REQUEST ADDITIONAL INFORMATION

AM I ELIGIBLE FOR CPT AUTHORIZATION?

- You must have completed one academic year of enrollment in F-1 status.
- You must maintain an active immigration status.
- The training must be an integral part of an established curriculum.

HOW DO I FILL OUT THE QUESTIONNAIRE?

The "CPT Employment Information" questionnaire has ten parts.

1. *Employment Start Date*
 - This is date you will start employment
 - This date must be within the date range shown in the Start/End Dates section on the Application Page
2. *Employment End Date*
 - This is the date you will end employment
 - This date must not exceed one year after your employment start date
 - If you plan to continue your employment past one year, you must submit a new CPT Request
3. *Full-Time or Part-Time Employment*
 - If you will be working more than 20 hours per week, select FULL TIME
 - If you will be working 20 hours per week or less, select PART TIME
4. *Employer Name*
 - This is the name of the company you will be working for
 - This is not always the same as the name of the location you will be working at
- 5.-9. *Employer Address Information*
 - This is the address of the location you will be working at
 - This is not always the same as the location of the company you will be working for
10. *How is this relevant to your course work or academic endeavors?*
 - Please provide our office with an explanation of how this employment is integral to your course of study

WHAT DOES A DIGITAL SIGNATURE MEAN?

Your digital signature has the same legal significance as signing a document in ink, by hand. Once you agree to the Statement of Understanding, you have provided legal verification that you understand the given content.

WHAT IS A LETTER OF EMPLOYMENT?

Your request cannot be submitted or accepted without approval from CIE that your Letter of Employment meets all the requirements. Here are some guidelines to make sure that your letter is approved.

- Make sure the letter is on letter head and signed by your employer
- Make sure the letter contains:
 - Name of the company
 - Average number of hours to be worked per week
 - Start and end dates of employment
 - Description of your job responsibilities
 - Physical address of employment
 - Supervisor name, phone number, and e-mail address
 - Employer tax identification number (optional, but highly encouraged)

HOW CAN I COMMUNICATE WITH MY ADVISOR?

Your request cannot be submitted or accepted without approval from your academic advisor. If you do not communicate effectively with your advisor, they might not approve or even see the recommendation, preventing you from submitting the application.

We highly recommend talking with your academic advisor before you send this recommendation, so they know to expect it, and we have outlined key points to include in the Additional Information section of your recommendation request.

- *Introduce yourself*
 - Hello, my name is _____ and I am one of your advisees.
- *Explain what you are requesting*
 - As an international student, working off-campus requires Curricular Practical Training authorization and to be eligible, my employment opportunity must be integral to my course of study.
 - I need to demonstrate proof from my academic advisor that my employment opportunity is integral to my course of study.
- *Explain the position*
 - I was offered a position as a _____ at _____ for _____ hours per week.
 - My responsibilities will include _____.
- *Provide a thorough description of why you think this position is integral to your curriculum*