# TBI Logo

**Curricular Practical Training (CPT) Request Form**

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**\*All fields** on this form are **required.** Processing is **3 business days**. **DO NOT** begin any employment until CPT has been approved and authorized on your I-20**.** Beginning or continuing employment without authorization is a serious violation of F-1 status**.** Expedites **are not available** and we are **unable to back-date** CPT start dates**. INCOMPLETE applications** may cause CPT to be **DENIED** or **DELAYED.**

1. **Work with your academic adviser (Dean) to complete Academic Adviser’s Recommendation** sections of this form. This **Academic Adviser’s Recommendation** of the form MUST be completed or your application for CPT will be DENIED.
2. **Must be enrolled** in one of the four associate degree programs at Taylor Business Institute in order to be considered eligible for CPT authorization.
3. **Must have your current class schedule and official transcript attached** to this form.
4. **Provide a Verification Letter from your employer**. Instructions on template, page 3. Applications with a missing verification letter or with mismatching information on the form and letter will be DENIED.
5. **Submit** the CPT Request Form, current class schedule and official transcript to the Academic Advisor (Dean).
6. **Pick up your new I-20** from the DSO at TBI **3 business days** after submitting your complete CPT application.

**Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | | Family Name: | |
| Student ID Number: | Phone: | | Email: |

**CPT Employment Information** Confirm all information below with CPT Employer. This information should match your verification letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Company Name: | | Part-time (20 hours/week or less)  Full-time (more than 20 hours/week) |
| * CPT authorization is limited and awarded only for part-time (20 hours per week or less) employment. * Full-time (20 hours or more per week) employment may be allowed for one-quarter only during a student’s break/vacation period. | | | |
| Requested **Start Date\*:**  (\*Start date must allow for three business day processing time. Start and end dates must match dates on employment verification letter.) | | Requested **End Date:** | |
| Is your supervisor an F-1 student? Yes  No | | | |
| **Statement from the student in support of their request for CPT authorization:** (Please describe why you are seeking CPT authorization, what skills you have attained that qualify you for the job and how is this job related to your field of study.) | | | |

|  |  |
| --- | --- |
| I understand my obligations as an F-1 student and hereby affirm that the information provided in this form is true and accurate. | |
| **Student Signature:** | **Date:** |

**Academic Adviser’s Recommendation (Part 1)**

Associate Degree Major Adviser

|  |  |
| --- | --- |
| Student’s Expected Degree Completion Date: | Has the student mastered sufficient skills for part-time employment?  **Yes**\*  No  **\* If yes, complete question 3** in Academic Adviser’s Recommendation Part 2) |
| **Major Level of Study: Associate Degree**  Accounting Technician  Criminal Justice and Security Administration | Electronics Engineering Technology  Medical Billing and Coding Specialist |

**Academic Adviser’s Recommendation (Part 2)**

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| --- |
| 1. **Work with your academic adviser to complete this section. Questions 1 & 2 are required for ALL CPT applicants.**  **Describe the academic objectives and requirements of the CPT employment. What academic deliverables or academic work is required to satisfy the CPT employment expectations?** (Advisers may need to consult with student and any participating faculty to determine this information.) |
| 1. **Explain how this CPT experience directly relates to the student’s current major area of study.** (Advisers should review student’s verification letter for employment information and job description.): |
| **41** |
| 1. **Has the student mastered sufficient skills for part-time CPT employment?** Please explain how the employment experience will enhance the student’s learning experience in their respective field of study? |
| 1. **If the student is requesting CPT extension beyond the six-month period or full-time CPT,** please explain the academic reason that the practical training experience cannot be completed during the current authorization, and why the additional time is needed. |

**I confirm that I have reviewed and approve*d* the Curricular Practical Training plan as described in this form, that the work experience is directly related to the student’s Major, and is an integral part of the student’s degree program.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Adviser’s Name:** | | **Adviser’s Email:** | | |
| **Adviser’s Title:** | **Department:** | | | **Telephone:** |
| **Adviser’s Signature:** | | | | **Date:** |
| **DSO’s Signature:** | | | **Academic Dean’s Signature:** | |

**F-1 Curricular Practical Training Verification Letter**

*Copy ALL TEXT below and* *p*rint on Employer’s Business letterhead. Completed letter must include all text and provide completed answers to 1-12 (13-14 as needed.)

[Date]

To Taylor Business Institute:

This letter is to certify the following F-1 student’s participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and Taylor Business Institute. The Employer agrees to provide the student an educational work-based learning experience directly related the student’s major field of study, fulfilling all or part of the student’s degree or internship course enrollment requirement.

1. Student Full Legal Name:
2. Company Name:
3. Company Address:
4. Student’s Job Title:
5. Detailed Job Description *including clear descriptions of student’s role, responsibilities, and duties. (Please attach an additional page if needed for full job description)*
6. Dates of Employment:
7. Hours per week:
8. Salary (or indicate “unpaid”):
9. Supervisor’s Name *(Note: supervisor must not be an F-1 student)*:
10. Supervisor’s Job Title:
11. Supervisor Email:
12. Supervisor Telephone:

**13-14 required only if Company name or address differ than physical worksite name and address, or if using 3rd party or staffing company.**

1. Student’s Physical Worksite Name\*:
2. Student’s Worksite Address\*

*[Employer Official Signature- handwritten signature]*

*[Employer Official Name]  
[Employer Official Title]*

**Curricular Practical Training**

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. CPT is an academic experience, and is not intended to be used for ongoing employment. See full eligibility criteria here: <https://www.tbiil.edu/cpt>. To obtain CPT, a student must:

* be in valid F-1 immigration status for at least three quarters
* be enrolled in one of the four associate degree programs offered at Taylor Business Institute
* secure a job offer related to the student’s field of study
* get CPT authorization **before** beginning employment; authorization cannot be back-dated
* be enrolled concurrently for classes full-time at Taylor Business Institute while working off-campus on CPT authorization

Advisers at Taylor Business Institute grant permission for CPT after establishing the student’s eligibility and reviewing the application materials. If CPT is approved, the new I-20 is issued within 3 working days. The new I-20 will reflect the employer’s information and authorization dates on page 2. The I-20 should be shown to the employer as evidence of work authorization.

If 12 months or more of *full-time* CPT is used, a student forfeits their Optional Practical Training eligibility. (see <http://www.tbiil.edu/opt> for more OPT information). Accrual of part-time CPT does not affect eligibility for OPT. However, high usage of even part-time CPT can lead to increased scrutiny and risk when applying for OPT, visa applications, and other DHS benefits like H1-B petitions.

Be sure that you keep all records of your CPT, CPT I-20s, and the related academic work for your CPT.

CPT is not available after a student completes a degree program.

## Degree Requirement Curricular Practical Training (CPT)

## CPT internship is not a requirement to complete the degree program, however, CPT is authorized only for students enrolled in one of the four associate degree programs at TBI. CPT authorization is awarded only for part-time employment. Currently, the following associate degree programs at Taylor Business Institute have been identified as eligible for CPT:

## Accounting Technician

## Criminal Justice and Security Administration

## Electronics Engineering Technology

## Medical Billing and Coding Specialist

## Enrollment in the course must be concurrent with the employment. Employment may take place at any time of the year. Authorization will be granted on a six-month basis. However, if a student wishes to work for a period longer than the six-month, they must meet with their academic advisor (Dean) and the DSO before authorization can be extended beyond the six-month period.

## CPT Employment

* CPT authorization is limited and awarded only for part-time (20 hours per week or less) employment.
* Full-time (20 hours or more per week) employment may be allowed for one-quarter only during a student’s break/vacation period.

**Note:** Because CPT is part of the academic program of study, CPT is counted separately from on-campus employment, and CPT work hours do not impact on-campus employment work hours.

## Extending CPT

To extend CPT beyond the six-month period, complete the Application Process steps 1-6 again. An extension of CPT authorization cannot be granted until proof of continued enrollment is available. Students who wish to extend their CPT should consult with the academic advisor (Dean) and the DSO at Taylor Business Institute.

**Have more questions or need additional information, please contact:**

International Student Office @ (312) 658-5114, roney.kumi@tbiil.edu

Education Office @ (312) 658-5119, registrar@tbiil.edu