



## Curricular Practical Training (CPT) Request Form

International Admissions and Compliance

Email: [International@DallasCollege.edu](mailto:International@DallasCollege.edu) • Phone: 972.669.6400 Web: <https://www.DallasCollege.edu/International>

~Please be advised that your immigration status is *your* responsibility~

**\*THIS FORM MUST BE SUBMITTED WITH A LETTER OF EMPLOYMENT FROM THE PROSPECTIVE EMPLOYER UNLESS A CONTRACTUAL AGREEMENT BETWEEN DALLAS COLLEGE AND THE PARTNER EMPLOYER EXISTS CONFIRMING INFORMATION PROVIDED IN THIS REQUEST\***

### Part A: To Be Completed by Student

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dallas College Student ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

Internship, co-op, or clinical course enrolled (*ex. AUTM 2311, RNSG 1161*): \_\_\_\_\_ Semester: \_\_\_\_\_

Are you requesting full-time\* or part-time CPT?      Full Time      Part Time

Have you been lawfully enrolled on a full-time basis for at least a full academic year?      Yes      No

Dates of employment/training (must fall within the semester/session dates) - Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer or Clinical Location Name\*\*: \_\_\_\_\_

Employer/Location Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Explain how the employment/training is curricular: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*NOTE: Full-time CPT may only be authorized if required for the degree program. Twelve months of full-time CPT will make you ineligible for OPT.**

**\*\*NOTE: A CPT authorization is required for EACH employer/location. Please submit multiple CPT Request Forms if this is the case.**

### Part B: To Be Completed by Program Administrator or Instructor

The international student indicated above is applying for Curricular Practical Training (CPT). CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with Dallas College and must be an integral part of the established curriculum in which the student is enrolled. The F-1 student must have been lawfully enrolled on a full-time basis for at least a full academic year before being eligible for a CPT authorization.

Dallas College program/degree that includes a training/cooperative component: \_\_\_\_\_

Is practical training an integral part of the established curriculum for this program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Program Administrator or Instructor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part C: To Be Completed by Designated School Officer (DSO)

\_\_\_\_\_ CPT APPROVED \_\_\_\_\_ CPT NOT APPROVED – Reason: \_\_\_\_\_

DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_