



Date \_\_\_\_\_

## CPT Request Packet

Use this form to request curricular practical training (CPT) authorization from Schoolcraft College. In order to be eligible for CPT it must be a required component of your academic program and you must be registered for that class in the semester of CPT approval. After completing the following forms please schedule an appointment with the international coordinator to discuss the request.

**When you meet with the international coordinator to have your CPT request reviewed, please bring the following documents:**

- ☐ CPT Request Form (included in this packet)
- ☐ Current I-20
- ☐ Latest Form I-94
- ☐ Proof of class registration for semester of CPT
- ☐ Original offer letter from employer which must contain
  - Your name
  - State the job offer, position, and duties
  - Specify the company's name and address
  - State the number of hours to be worked
  - State the dates of CPT employment (semester dates)
  - Supervisor's name and contact information



## CPT Request Form

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LAST (FAMILY) NAME

FIRST NAME

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STUDENT ID NO.

MAJOR

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HAVE YOU EVER BEEN PREVIOUSLY AUTHORIZED FOR CPT? IF YES, WHEN?

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HAVE YOU EVER BEEN EMPLOYED ON CAMPUS? IF YES, WHEN?

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EXPECTED DATE OF COMPLETION OF DEGREE

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TITLE OF COURSE FOR CPT

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COURSE NO.

HOW MANY CREDIT HOURS IS THE COURSE?

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FACULTY RESPONSIBLE FOR COURSE

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SEMESTER OF CPT AUTHORIZATION

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SEMESTER START DATE

SEMESTER END DATE

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COMPANY NAME

POSITION AT COMPANY

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COMPANY ADDRESS

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DESCRIBE YOUR REASON FOR WORKING WITH THIS EMPLOYER

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STUDENT SIGNATURE

DATE