## Curricular Practical Training Application Form

### Definition
Curricular Practical Training (CPT) must be an integral part of an established curriculum and directly related to the student’s major area of study. [8CFR 214.2(f)(10)(i)] It is authorization to participate temporarily in an internship, the co-operative education program or required thesis/dissertation project. Follow the instructions below based on the option you choose.

### Before You Start, Have You...
- Completed a year, continuously enrolled as a degree student in F1 status, and completed one academic term in your degree program at George Mason?
- Earned a minimum GPA of 3.0 (Graduate Students) or 2.0 (Undergraduate Students) or 2.33 (Juris Doctor Students)?
  (Exceptions may be considered during summer break only. Speak with an advisor to learn if you are eligible.)

Important CPT Dates and Deadlines may be found on [http://oips.gmu.edu/cpt/](http://oips.gmu.edu/cpt/).

<table>
<thead>
<tr>
<th>Co-operative Education (Co-op)</th>
<th>Internship Course</th>
<th>Thesis/Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procedure</strong></td>
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</tr>
<tr>
<td>1. Print out your position description with 5-7 degree-specific duties and obtain stamped approval from an OIPS advisor AND signature from your Academic Advisor. <strong>Do this before completing the application. Not all positions are CPT-eligible.</strong></td>
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<td>The training must be required to complete the Thesis/Dissertation</td>
</tr>
<tr>
<td>2. Complete all sections of the Curricular Practical Training Application (for OIPS) and the Co-op Application (for Career Services).</td>
<td>2. Enroll in a Mason for-credit internship course in the term you will be participating in CPT.</td>
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<td>3. Career Services: Schedule a meeting with Experiential Learning Coordinator, Debbie Zuiker. Bring the CPT form and Co-op Work Agreement with ALL sections completed. Call 703-993-2365 for appointment or email: <a href="mailto:dzuiker@gmu.edu">dzuiker@gmu.edu</a></td>
<td>3. Complete all sections of the Curricular Practical Training Application.</td>
<td>2. Enroll in 799 (thesis) or 999 (dissertation) in the term you will be participating in CPT.</td>
</tr>
<tr>
<td>OIPS front desk: Drop off signed CPT application with OIPS-approved position description and copy of transcript.</td>
<td>4. Drop off signed CPT application with OIPS-approved position description and copy of transcript to OIPS front desk.</td>
<td>3. Complete all sections of the Curricular Practical Training Application.</td>
</tr>
<tr>
<td>5. Allow up to two weeks for the CPT I-20.</td>
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<td>4. Drop off signed CPT application with OIPS-approved position description, transcripts, and Advisor/Chair letter of support to OIPS front desk.</td>
</tr>
<tr>
<td><strong>Check List</strong></td>
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</tr>
<tr>
<td>☐ Co-op paperwork to Career Services</td>
<td>☐ Enroll in Mason internship course</td>
<td>☐ Enroll in 799/999</td>
</tr>
<tr>
<td>☐ CPT application to OIPS with:</td>
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<td>☐ Copy of transcript</td>
<td>☐ Copy of transcript</td>
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</tr>
<tr>
<td>☐ Copy of OIPS and Academic Advisor approved position description</td>
<td>☐ Proof of internship course registration (printout from PatriotWeb)</td>
<td>☐ Proof of 799/999 registration (printout from PatriotWeb)</td>
</tr>
<tr>
<td></td>
<td>☐ Copy of OIPS and Academic Advisor approved position description</td>
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<tr>
<td></td>
<td></td>
<td>☐ Advisor/Chair letter of support, signed and on department letterhead</td>
</tr>
</tbody>
</table>

### Important Information
- You may begin CPT only after you have obtained your I-20 endorsed with CPT authorization.
- You may participate part-time during academic terms and part or full-time during the summer break.
- CPT dates must align with enrollment dates. **NOTE: Students in module programs will have different dates.**
- If you receive any compensation associated with the training (such as stipend or reimbursement) you must enroll in CPT. Students with graduate assistantships may be required to obtain a letter of release from the assistantship.
- You may not combine on and off campus employment during academic terms.
- F1 students who complete 12 months of full-time CPT are not eligible for Optional Practical Training (OPT).
IMPORTANT INFORMATION FOR ACADEMIC ADVISORS, STUDENTS, and SUPERVISORS:

CPT is authorization to participate in temporary training that is an integral part of an established curriculum and directly related to the student’s major area of study. It is not meant to facilitate employment opportunities for F1 students.

STUDENT INFORMATION: Completed by Student

Given Name/Family Name __________________________ G Number __________________________
Phone Number __________________________ Level of Study/Major __________________________

CPT must be integral to or required for your degree; if it is not, you may consider pre-completion Optional Practical Training (OPT). Your position description must demonstrate how this training opportunity is integrated with your curriculum.

I have attached:

☐ A copy of my current transcripts from PatriotWeb
☐ A copy of my position description (all required):
  ☐ includes my name  ☐ is pre-approved and stamped by an OIPS Advisor  ☐ is signed by my Academic Advisor
☐ Proof of course registration if CPT is attached to credit (internship course, or thesis/dissertation CPT)
☐ TRANSFER–IN STUDENTS ONLY: A copy of my most recent transcript from my previous school

I have read both pages of this form and the CPT information on the OIPS website. I understand and agree to comply with my responsibilities.

Signature __________________________ Date __________________________

ACADEMIC INFORMATION: Completed by Academic Advisor, Department Head or Dean

Help us determine whether the proposed training meets government guidelines for CPT by reviewing the detailed position description and the student’s curriculum.

Student’s Estimated Graduation (Term/Year) __________________________

☐ I have reviewed and signed the detailed position description and attest that the training is integral to the curriculum.
☐ List relevant degree coursework to CPT (not to include future coursework). List full course names and numbers:

Advisors of graduate students only: Has the student completed his/her required coursework? ☐ Yes ☐ No
If YES: If the student is applying for Thesis/Dissertation CPT, the training must be required to complete the thesis or dissertation. *If the training is OPTIONAL, then the student is not eligible for CPT but may meet the eligibility requirements for Optional Practical Training. An OIPS advisor can provide details.
☐ The training is required to complete the thesis/dissertation, and
☐ I have attached a letter which explains in detail how the experience will be used in the thesis or dissertation

I confirm that this training opportunity is integral to or required for the student’s program of study. It will not delay the student’s expected completion date as listed on the I-20.

Academic Advisor Name (Printed) __________________________ Signature __________________________ Date __________________________

Position/Title/Department __________________________ Phone Number __________________________ E-mail __________________________

TRAINING INFORMATION: Completed by Organization

Temporary training for curricular purposes will be offered with:

Organization Name __________________________ Supervisor Printed Name __________________________

Physical Location (No PO Box) __________________________ City, State __________________________ Zip Code __________________________
Student Intern Title __________________________ Number of hours/week ________________
Training Start Date __________________________ Training End Date __________________________

☐ A detailed position description with a minimum of 5-7 duties specific to the student’s curriculum is attached.

Supervisor Signature __________________________ Phone # __________________________ Date __________________________

CO-OPERATIVE EDUCATION (Co-op) ONLY: Completed by Co-op Specialist at Career Services

The above student has been approved to participate in the George Mason Cooperative Education program.

Signature __________________________ Date __________________________