



Skye Hall 321  
University of California, Riverside  
900 University Ave  
Riverside, CA 92521  
international.ucr.edu  
Office: 951-827-4113  
Email: internationalstudents@ucr.edu

Please see instructions for applying for Curricular Practical Training on page two.

Student Information (please write clearly)				
Family Name:		Given Name:		
Student ID:	Email:		Cell #	
US Address:		City:	State:	Zip Code:
Major:				

Curricular Practical Training Request (to be completed by student)	
Name of Employer:	
Employer's Address	Part Time: <input type="checkbox"/> Full Time: <input type="checkbox"/>
Start Date:	End Date:

To be completed by ACADEMIC ADVISOR	
<i>By signing below I am certifying that the Curricular Practical Training is:</i>	
<input type="checkbox"/> A required part of the program ... ALL students in the program are required to complete an internship in order to graduate -OR- <input type="checkbox"/> A non-required part of the program, but is integral to the student's program of study pursuant to a credit-bearing course with a practical training component (enter course information below).	
Course Title:	Term:
Advisor's Name:	Department:
Advisor's Signature:	Date:

**Return form to the International Affairs office in Skye Hall 321**

**INSTRUCTIONS to apply for Curricular Practical Training (CPT)**

1. Obtain a job offer letter from employer. The letter should be typed on the organization's official letterhead and include:
  - a. The start and end dates of the internship
  - b. The number of hours per week that you will be working
  - c. The physical address of the location where you will be performing the internship
  - d. A brief (two or three sentence) description of the duties you will be performing.
2. Take the job offer letter and this form to your academic advisor.
3. After you receive your academic advisor's signature, take the form to the International Affairs office in SURGE 321.
4. Enroll in the appropriate internship course (to be determined by your graduate advisor).
5. An International Student Advisor will authorize your CPT and create a new I-20 for you. You CANNOT begin your appointment until the new I-20 is issued.

**Office Use Only**

Date Received:

Date Approved: