



Complete this form with the required documentation listed below. Submit the form to a UNA Designated School Official (DSO).

Notes on CPT Authorization

Code of Federal Regulations 214.2(f)(10)

(10) Practical training. Practical training may be authorized to an F-1 student who has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized 12 months of practical training, and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is directly related to his or her major area of study. There are two types of practical training available:

214.2(f)(10)(i)

(i) Curricular practical training. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training 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 the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

Student CPT Eligibility

- In Active status in SEVIS
- Registered as full-time student
- Completed at least two consecutive semesters as an academic student
- In Good Standing academically

Position CPT Eligibility

- Related to major (minors are not eligible for CPT)
- Matched to credit-bearing course
- Must have instructor supervision

Reminders for Curricular Practical Training

1. CPT Authorization is date specific. Watch your dates. The authorization is only valid for the dates listed on the I-20. UNA uses the start and end dates of the semester for the CPT authorization to match the course enrollment.
2. CPT Authorization is specific to either part-time or full-time. Watch your hours. Part-time is 20 hours or less per week or full-time is 21 hours or more per week.
3. CPT Authorization is employer and location specific. Do not change employers or locations without talking with a DSO to see if updates need to be made.
4. CPT Authorization is task specific. If your position or responsibilities change, you should review the changes with your DSO.

Failure to comply with these guidelines for CPT is a violation of F-1 student status that could result in termination of your Form I-20 and departure from the United States. The risks are real.

SCHOOL OFFICIAL INFORMATION: Sarah Stevens, sstevens2@una.edu, (256) 765-4406



Part 1: About the Student

Family Name: _____ Given Name(s): _____
Student ID Number: L SEVIS Number: N
UNA E-mail: _____ Phone Number: _____
Local Address: _____
Major: _____ Degree: _____

Part 2: About the Course

Subject and Number: _____ Instructor Name: _____
Course Registration Number (CRN): _____ Course Title: _____
Course Start Date: _____ Course End Date: _____

NOTE: Must match the start and end dates of the course as listed in the UNA schedule of classes.

Description of course requirements: *(You can find this in the course syllabus.)*

Please continue on additional pages or provide attachments as necessary.

Part 3: Instructor Acknowledgement

By signing below, I acknowledge that student listed in Part 1 has my permission to be enrolled in the course listed in Part 2 above under my instruction. As the instructor, I will engage in supervision of the student as outlined in my syllabus for the course.

Instructor Name

Instructor Signature



Part 4: CPT Internship Information

Employer: _____

Employer Address: _____

Supervisor: _____ Supervisor Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Hours per week of activity: _____

Are you enrolled in other UNA courses in the same semester as this course? Yes No

Description of CPT internship: *(Provide details AND include a written offer.)*

Please continue on additional pages or provide attachments as necessary.

Part 5: Supervisor Acknowledgement

- I acknowledge that the student listed in Part 1 above will engage in employment activity as described above in Part 4.
- I understand that the student listed in Part 1 above is studying in the United States on an F-1 visa. This visa status requires that all off-campus employment activity be authorized under Curricular Practical Training (CPT).
- The student is enrolled in a course at the University of North Alabama, and this CPT internship is in fulfillment of course objectives under the supervision of the course instructor shown above in Part 2.
- When CPT authorization is shown on page 2 of the student's Form I-20, the internship is legally authorized and the student can be verified in the E-Verify system.
- CPT internship must not occur outside of the legally-authorized dates as shown on the Form I-20 and must be limited in number of hours to the extent legally-authorized on the Form I-20. Part-time CPT employment must not exceed 20 hours in any seven-day period. Full-time CPT employment requires more than 20 hours in any seven-day period.

By signing below, I acknowledge that I have read and understood the statements above.

Supervisor Name

Supervisor Signature



Part 6: Student Acknowledgement

- I understand that I am studying in the United States on an F-1 visa. This visa status requires that all off-campus employment activity be authorized under Curricular Practical Training (CPT).
- I am enrolled in a course at the University of North Alabama. This CPT internship is in fulfillment of course objectives under the supervision of the course instructor shown above.
- When CPT authorization is shown on page 2 of the Form I-20, my CPT internship is legally authorized and I can be verified in the E-Verify system.
- CPT internship must not occur outside of the legally-authorized dates as shown on the Form I-20 and must be limited in number of hours to the extent legally authorized on the Form I-20. Part-time CPT employment must not exceed 20 hours in any seven-day period. Full-time CPT employment requires more than 20 hours in any seven-day period.
- If the CPT internship changes in scope from the documentation provided at the time of authorization, I must notify the instructor and the school official immediately.
- If the CPT internship ends prior to the authorization dates, I must notify the instructor and the school official immediately.
- The penalty for unauthorized employment is termination of the Form I-20 and loss of status in the United States.

By signing below, I acknowledge that I have read and understood the statements above, and I agree to abide by them.

Student Name

Student Signature

Part 7: Attachments

Submit all three pages to International Affairs with the following documentation:

- Copy of your registration for CPT semester (before you register for the internship course)
- Syllabus for course listed in Part 2
- Employment offer letter with description of responsibilities
- Any other documents from your instructor or supervisor, if available