
Curricular Practical Training

As regulated by U.S. federal law, Curricular Practical Training (CPT) is an off-campus internship or practicum which is “an integral part” of an international student’s academic program. If a student is required to complete an internship before graduating in his/her major, s/he must obtain approval for off-campus employment by staff at the Center for Global Education Office located in Hopwood 14A, & 18.

To apply for CPT, the student must ask his/her academic advisor to verify that employment is an integral part of the academic program. The completed form must be returned to the Center for Global Education for approval and entry into the SEVIS system. Any international student at Lynchburg College must have this form completed **prior to beginning employment** to comply with federal regulations regarding off-campus employment.

A copy of the Internship Offer Letter from the employer must also accompany this form.

Internship/Student Information

Student Name: _____

Phone #: _____

Major: _____

Course Name & Number: _____

How is this work related to the major?

Number of credit hours granted for the internship: _____

Semester: _____ Beginning Date: _____ End Date: _____

Academic Advisor’s Certification

I verify that an internship is an integral part of this student’s academic program, and that the anticipated employment will satisfy requirements for credit.

Advisor’s Signature

Date

Print Advisor’s Name

Return Form To: