

F-1 Curricular Practical Training (CPT) Application

*To apply for CPT, complete this form and submit it to the CISS with your employment offer letter.

CPT is authorized by the CISS for internships associated with course credit. You must have an internship offer and enroll in an internship course to obtain CPT authorization. Please see bentley.edu/ciss for information about CPT eligibility. For information about enrolling in an undergraduate internship course, or internship coordinators by degree program, [see here](#). For information about graduate level internships, please refer to [Graduate Internship and Directed Study](#) webpage. Once you have an internship offer and are ready to enroll in an internship course, complete this form with your internship coordinator. Once completed, please submit (a) **completed form** and (b) **offer letter** to GA_CISS@bentley.edu or submit paper copies to CISS Office, Student Center Suite 310.

STUDENT SECTION

Name: _____ Bentley ID#: _____ GR /UG (circle)
First/Given Name Family/Surname

Major/Degree Name: _____ Expected degree completion: _____
(Example: Spring 2024)

Modality (choose one): _____ Remote/Hybrid (must maintain physical presence at Bentley)
_____ In-Person

I am requesting: _____ Full-time CPT (more than 20 hours per week)
_____ Part-time CPT (20 hours or less per week)

Start date of employment* _____ End date of employment* _____

***Dates must match employer offer letter, start date be at least 7 business days from when you submit your application to CISS to allow for processing.**

Please check [Bentley.edu/ciss](https://bentley.edu/ciss) for acceptable CPT authorization dates by term. With internship coordinator approval, CPT start date may be authorized beginning 1-2 weeks prior to the beginning of the semester. ****Students changing degree levels may not begin their internship before the CPT start date.****

Your CPT end date *must* be on or before the last day of courses of the semester. You can find the complete academic calendar with semester dates here: <https://www.bentley.edu/offices/registrar/academic-calendars>

Name of company: _____ Job Title (if applicable): _____

Company Address: _____
Street number, name, city, state and zip code

Address where you will be working from (if remote): _____

****Please list the physical address of your company even if you are working remotely.**

Brief description of how this internship relates to your **major/degree program**:

Student signature: _____ **Today's Date:** _____

By signing this form, I understand that I may not begin working until I receive a new I-20 with my CPT start date. I understand this authorization is employer specific for the dates listed on my I-20, that I may only participate in CPT BEFORE the completion of my degree, and that I will maintain a full-time academic course load.

INTERNSHIP COORDINATOR SECTION

I confirm that the above-listed student qualifies to enroll in internship course number: _____; that the internship is in the student's major field of study; that the student will receive academic credit for this course.

Internship Coordinator Name and Title: _____

Internship Coordinator Signature: _____ Date: _____

***Return Completed form to the Center for International Students and Scholars via email to ga_ciss@bentley.edu or drop it in our office in STU 310.**