



F-1 Curricular Practical Training Request Form

Drop off this form with:

- A photocopy of your passport biography/photo page, which shows your passport expiration date
Photocopy of most recent I-94 information
Photocopy of your internship class registration
If your payroll will be processed by an outside organization attach a letter of explanation from your employer specifying the name and address of the payroll company.

A. This section is to be completed by the student.

Family Name First Name
NYU ID# NYU School
Major Degree Level

I am requesting authorization for:

- Part-time Curricular Practical Training (no more than 20 hours per week)
Full-time Curricular Practical Training (over 20 hours per week)

My application is for:

- An internship/practicum which is required by all students in my academic program (the internship/practicum may be for-credit or not-for-credit).
An internship/practicum which is part of an elective internship/practicum course in my academic program (this course must carry academic credit which counts towards completion of the academic degree).

I would like to work from (begin date - mm/dd/yy) (end date - mm/dd/yy)

Name of employer

Street Address

City State Zip Code

Course Name Course Number Course Credits

I understand the following:

- CPT is authorized for the purpose of fulfilling an academic requirement and is for a finite time for employment needed to meet the academic course requirement to obtain the grade for that class.
OGS standard processing is ten business days and I may not begin employment until I have the work permission in the form of the CPT I-20 (in my hands).
This employment is employer specific for the dates listed on the I-20 form only.

Student's Signature Date

B. This section is to be completed by the department chair, academic advisor, or program coordinator.

I confirm that the internship listed counts towards the degree requirements and the course is listed in the course bulletin. The internship is in the student's field of study and is an integral part of the curriculum.

The employment is part time (20 hours or less) full time(more than 20 hours per week).

Name Title
NYU Department NYU School
E-Mail Phone Extension
Signature Date