

Curricular Practical Training (CPT) Application Form

****Read ALL of this information BEFORE completing the application. ****

Curricular Practical Training (CPT) must be an integral part of an established curriculum and relate directly to your field of study. It is important that you comply with all requirements for CPT before you start employment or you will be out of status. When speaking with employers, be sure to communicate that there is processing time (worst case: two weeks) for CPT. DO NOT PROMISE UNREALISTIC TIMELINES. If you do, you look bad and so does Willamette University.

- CPT is employer/job specific. You must have a job offer before you apply. If you want to change employers you must start the process over again.
- CPT is time specific. You must receive authorization for every term for which you would like CPT. You cannot cross semester start and end dates. If you go from part-time to full-time or from full-time to part-time, you must do a new CPT authorization for each.

Processing of your CPT application DOES NOT begin until a complete file is received at the OIE. A complete file includes:

- The approval form from WU from AGSM, Law, or your undergraduate advisor (no approval = no CPT)
- Proof that you've been registered for the credit for the CPT (no credit = no CPT)
- A completed CPT application (this document)
- Your original I-20. If you have multiple I-20s from WU, submit ALL of them.
- **An employer letter on official company letterhead that contains the following:**
 1. Your name and the name of the position you're being offered
 2. The name of the company and full address where the employment will occur (we don't assume the address of the letterhead is the same address where work will occur, so we ask that it be spelled out in the letter as well)
 3. The number of hours per week (limited to 20 hours for part-time when classes are in session).
 - Full-time and part-time work requires separate CPT authorizations, so if you will try to do both for the same credit, you may require two letters – one for each period of work.
 - If only writing one letter, it must clearly specify hours and EXACT dates for each period.
 4. The EXACT beginning AND ending dates for the CPT for part-time (20 hours or less per week) and/or full-time authorization. It must be clear how many hours you'll work and list the exact start and end dates.
 5. Wage/salary/remuneration you will receive
 6. The name of your on-site supervisor
 7. A position description from your employer with a minimum of 3-4 specific duties listed so that we can confirm the employment qualifies for CPT in your field of study
 8. Signed (original signature) by a company representative authorized to make the offer (could be different than your supervisor)

- ✓ If you are approved for CPT, you will be given an I-20 with your CPT authorization. You are not authorized to begin working prior to your CPT approval date.
- ✓ After you drop off your application, you may be asked for additional information or documentation, especially if you do not provide all of the items as listed above.
- ✓ You may participate part-time during spring and fall semesters and part or full-time during the summer.
- ✓ Please plan ahead as it can take up to two weeks for OIE to process your work authorization. It can take longer than two weeks if you submit an incomplete packet.
- ✓ OIE will only authorize CPT for one semester at a time. Students must reapply by completing all necessary steps in the process for each term/semester they will work on CPT.
- ✓ If you have any questions, email oiadvising@willamette.edu.



Amazing Accounting, LLC

Operating in Oregon, Washington, and California
900 State Street, Salem, OR 97301

May 4, 2015

Chris Andresen
Office of International Education
900 State Street
Salem, OR 97301

Dear Ms. Andresen

This letter is to let you know that we've decided to hire **Mr. Bob Student**. We understand that he may not start working until his authorization is completed. Below, find the information required for his employment authorization.

Position: accounting intern

Name of company: Amazing Accounting, LLC

Location where employment will occur: Although we operate in three states, the employment will take place at 900 State Street, Salem, OR 97301.

Number of hours per week: 20 hours or less per week (part-time)

Wage: \$10 per hour

Exact beginning date: May 18, 2015

Exact ending date: August 23, 2015

Name of on-site supervisor: Mr. Robert "Bob" Amazing, CEO, Amazing Accounting

Bob Student's job responsibilities will include the following **specific duties**:

1. Employer should list duty #1 here.
2. Employer should list duty #2 here.
3. Employer should list duty #3 here.
4. Employer should list duty #4 here.

We are very excited to hire Bob Student. We understand that if we want to hire him beyond August 23, 2015, we must submit all new paperwork for a new authorization.

Sincerely,

Bob J. Amazing

Robert J. Amazing
CEO, Amazing Accounting
www.amazinggggg.com

**Be sure letter is on OFFICIAL
company letterhead and signed by a
real person (no electronic
signatures!).**