



## F-1 Curricular Practical Training (CPT) Employer Form

**Purpose of Form:** This form must be completed by the employer who offers a position of employment to any F-1 student of Abilene Christian University applying for CPT. Please complete this entire form and submit it either to the student or to the Office of International Students and Visiting Scholars (OISVS) at Abilene Christian University. Our contact information is listed above.

**What is Curricular Practical Training (CPT)?** CPT is work authorization for F-1 international students to receive further training that is directly related to their degree level and major. CPT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations. The OISVS determines eligibility for and authorizes the CPT employment. A student authorized for CPT may only be employed by a specific employer, at a specific location and for specific dates as approved by OISVS. Any changes in the employment (i.e. employer, location, dates of employment) require a new CPT application. Students may begin employment after receiving authorization that will be recorded on a new Form I-20. Students cannot begin working until authorized on page 2 of their I-20 by OISVS and the start date on page 2 of their I-20 has arrived. Students must stop working by the end date of their authorization or upon changing or terminating their employment. Refer to the OISVS CPT webpage for additional information and access to all CPT forms: <https://www.acu.edu/content/dam/community/documents/student-life/center-for-international-education/cpt-explanation-14.pdf>

**Deadline(s):** OISVS authorization must be granted on a new Form I-20 before the student may begin CPT employment. OISVS processing times are 3 to 5 business days from the time the student's application for CPT is complete.

**Required Steps Checklist:** In order for a student to submit a complete application for CPT, they must obtain the following documents from the employer:

- A completed F-1 CPT Employer Form (this form, p.2), available at <https://www.acu.edu/community/offices/academic/oisvs/f-1-students/f-1-student-work-authorization.html>
- An official, signed job offer letter on company letterhead

**Please complete this form in its entirety**

1. Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

2. Employer Name: \_\_\_\_\_

3. Physical Address of Student's Employment Location: Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If the student will be employed and/or paid through a management company, contracting agent, or a similar arrangement and it will be necessary to include this agency's name and/or address on the student's Form I-20, please provide this information below.

4. Contracting Agent's Name: \_\_\_\_\_

5. Address of Contracting Agent: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Note: The student's Form I-20 must include the address where the student will be physically working. If the section below is completed, OISVS will add this information to the remarks section of the CPT authorization. Both addresses will appear on page 3 of the Form I-20.

6. Student's Job Title: \_\_\_\_\_

7. Student's Job Duties: \_\_\_\_\_

8. Requested CPT Start Date: \_\_\_\_\_ Requested CPT End Date: \_\_\_\_\_

\*note: generally, students may only be authorized for the semester dates.

9. Number of hours per week the student will work while on CPT: \_\_\_\_\_ hours per week

10. My firm intends to cooperate with the school to achieve the curricular purposes of this employment.

**My signature confirms that the information provided on this form is true and accurate and that the student will only be permitted to work during the authorization dates listed on their Form I-20.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_