



Princeton University – Davis International Center Curricular Practical Training (CPT) Application for Undergraduate Students

Curricular Practical Training (CPT) is practical experience that is directly related to the student's major area of study and is an integral part of an established curriculum. For these purposes, Princeton considers your "major area of study" to be your concentration. The purpose of practical training is to provide valuable practical experience by sharpening and adding to the skills you are learning in school. This experience may be an internship, practicum, or employment that is either required for the degree program or taken for credit.

To be eligible for CPT, the following criteria **MUST** be met:

- You must be in F-1 immigration status and enrolled as a full-time student for at least two consecutive semesters prior to the CPT start date. Students resuming their programs after suspensions must be enrolled as full-time students for at least two consecutive semesters after their return from suspension prior to being eligible for CPT.
- You must have declared your concentration prior to starting your CPT experience. BSE students can apply for CPT to commence after their first year of program. AB students are eligible to apply for CPT to begin the summer after their second year of study.
- The Internship Milestone Credit must be available through the academic department of your concentration, and your particular application for the Milestone must be approved by your department prior to applying for CPT. You are not eligible to apply for CPT based on Milestone Credit available through other academic departments or through a certificate program. More detailed information about the Internship Milestone Credit can be found on the [Dean of the College website](#).
- You must have an internship offer from a specific host organization/company with established start and end date. The earliest you may start a Summer 2020 internship is May 24th, and your internship must end on/prior to September 1st. As per the Dean of the College policy, your internship must be at least six (6) weeks in length.
- You must fulfill all academic requirements attached to the internship credit as determined by your academic department. **IMPORTANT NOTE:** If a student does not fulfill this requirement or the department refuses to approve the internship credit following the completion of the internship (e.g. the student decides not to pursue the intended major), it could be considered a serious immigration violation. The Davis IC would be required to terminate the student's SEVIS record and the student would be required to depart the U.S., pay the SEVIS fee again, and apply for a new student visa before attempting to return to the U.S. to resume their program. However, it may be difficult to obtain a new visa and return to the U.S., and failure to comply with the CPT requirements could also have serious implications for other immigration benefits that the student may seek in the future (e.g. H1b visa, permanent residency, etc.)
- After you complete the internship, you are required to follow-up with your academic department to ensure that all academic requirements are met and that you will receive an internship credit.

NOTE TO STUDENTS: The F-1 immigration regulations currently do not place a limit on the amount of CPT you may pursue. However, if you use one year or more of full-time CPT, you will lose your eligibility to engage in Optional Practical Training.

Additional information:

- Working without authorization is a serious violation of your F-1 status; therefore, CPT approval must be obtained before your internship commences.
- The Davis IC will do its best to process your CPT request within 10 business days, but please provide as much lead time as possible.
- A new internship letter is required if you wish to extend your CPT or change CPT dates. As long as it is the same internship, you are not required to request another departmental approval. Please submit the new letter to puvisa@princeton.edu and allow 5 business days for processing.
- For any other change in your CPT authorization (e.g. switching to a different organization, or receiving an offer for a different internship within the same organization), you must submit a completely new application and again receive approval prior to starting the new position.

I confirm that I have read all of the above and that I understand this information and my obligations.

Printed first and last names _____ Signature _____

PLEASE SEE NEXT PAGE FOR CPT APPLICATION INSTRUCTIONS

Should you have any additional questions, please contact the **Davis International Center**
at (609) 258-5006 or puvisa@princeton.edu

<https://davisic.princeton.edu>



CPT APPLICATION INSTRUCTIONS

The following documents are required in order for Davis IC to process your CPT authorization. **IMPORTANT NOTE:** Your CPT will not be approved until your international student advisor receives your complete application and issues an I-20 with the CPT authorization.

- [Registrar's Summer Undergraduate Internship Milestone Credit Application](#). This form **MUST be** completed by you and approved by your director of undergraduate studies confirming that the proposed internship is directly related to your declared concentration and will qualify you for the Internship Milestone Credit. Please note that if Davis IC does not agree that your internship is directly related to your concentration, we reserve the right to reject your CPT application or request more information. When you take this form to your director for undergraduate studies for approval, you **MUST** also provide the internship offer letter (see below) for review. Your department will submit this form to the Registrar's office, and they will forward the form to us.
- **An internship offer letter on letterhead that MUST include:**
 - Title (e.g. intern, engineering intern, research intern, etc.)
 - Internship's start and end dates
 - Full internship address
 - Supervisor's name and contact information
 - Number of hours of work per week
 - A clear description of the internship, including regular duties. This description must be clear and concise so that your director for undergraduate studies is able to determine if and how the internship is directly related to your concentration. We can't process your CPT without this information.
- **Front Page of this form.** Reviewed, completed and signed by the student.

Once we have received your Summer Undergraduate Internship Milestone Credit Application from the Registrar, we will notify you to make an appointment with your international student advisor. Your ISA will review your application for completeness, address all regulatory issues, answer any questions you have, and intake your application for final processing. Provided that your application is complete and meets the applicable requirements, you can expect your CPT I-20 to be ready 10 business days after the meeting with your advisor. **NOTE:** Please do not request a meeting with your advisor if your application is not complete. If you have any questions regarding the application, please email puvisa@princeton.edu or visit our office during [drop-in hours](#).

Student Signature

I confirm that I met with my International Student Advisor, who reviewed my application and answered any questions or concerns I had regarding CPT.

Student Signature _____ Date _____

International Student Advisor

I confirm that I met with the student, reviewed their application, addressed CPT-related regulatory information, and answered any questions or concerns that the student had regarding CPT.

ISA Signature _____ Date _____