Curricular Practical Training Request Form

In addition to this form following documentation must be submitted to the OISS to process your CPT:

1. A letter or email to the OISS from your faculty advisor, department chair or Dean’s Office which states the following: 1. You are in good academic standing. 2. States the name of the employer and the dates of the internship. 3. Verifies the internship is providing academic credit towards your degree OR confirms the work is required for your degree program or your thesis/dissertation.

2. A letter or email from your employer which states the start and end-dates, the number of hours per week and a brief description of your responsibilities.

Last name: __________________________ First Name: __________________________

Email: __________________________ Phone Number: __________________________

I am applying for: Part-time (20 hours or less per week ) OR Full-time

Note: In most cases you are only allowed to work 20 hours total while you are taking classes.

Beginning date*: ___________________ End Date: ___________________

* You should allow up to 2 weeks for processing.

Description of proposed employment:

_______________________________________________________________________________

_______________________________________________________________________________

Employer*: Name: __________________________________________

Address: ______________________________________________________

City: __________________________ State: ____ Zip code: ________

* All address fields must be completed. If you have been hired through a staffing agency please consult with the agency if you will be paid by the agency or the employer directly and indicate the name and address of the employer who is paying you.

The work meets the following CPT criteria:

I am getting credit for the internship which will count towards my degree requirements.

The work is required for my program to graduate

The work is required for dissertation or thesis and cannot be completed at Boston College

Signature: __________________________ Date: __________________________

This form can also be found at www.bc.edu/oiss under the “forms” section. If you send this form by email you are confirming the above information and do not need to bring the signed original to the OISS)

Submit this form along with your employer letter and your recommendation letter to the Office of International Students and Scholars. A new I-20 will created and an email will be sent to you when your I-20 is ready. You CANNOT start work until you have received your new I-20.