



Skye Hall 321  
University of California, Riverside  
900 University Ave  
Riverside, CA 92521  
international.ucr.edu  
Office: 951-827-4113  
Email: [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

Please see instructions for applying for Curricular Practical Training on page two.

| Student Information (please write clearly)                            |        |             |        |           |
|---|--------|-------------|--------|-----------|
| Family Name:  |        | Given Name: |        |           |
| Student ID:   | Email: |             | Cell # |           |
| US Address:   |        | City:       | State: | Zip Code: |
| Major:  |        |             |        |           |
| Degree: <input type="checkbox"/> Masters <input type="checkbox"/> PhD |        |             |        |           |

| Curricular Practical Training Request (to be completed by student) |  |
|--|--|
| Name of Employer:  |  |
| Employer's Address:  | How many hours will you be working per week? _____ |
| Start Date:  | End Date:  |

| To be completed by GRADUATE ADVISOR (NOT FACULTY ADVISOR)   |             |
|---|-------------|
| <i>By signing below I am certifying that the Curricular Practical Training is:</i>  |             |
| <input type="checkbox"/> A required part of the program ... ALL students in the program are required to complete an internship in order to graduate<br>-OR-<br><input type="checkbox"/> A non-required part of the program, but is integral to the student's program of study (ie. will contribute to student's research efforts) pursuant to a credit-bearing course with a practical training component (enter course information below). |             |
| Course Title:   | Term:       |
| Graduate Advisor's Name:<br>(NOT FACULTY ADVISOR)   | Department: |
| Graduate Advisor's Signature:<br>(NOT FACULTY ADVISOR)  | Date:       |

*Return form to the International Affairs office in Skye Hall 321*

**INSTRUCTIONS to apply for Curricular Practical Training (CPT)**

1. Obtain a job offer letter from employer. The letter should be typed on the organization's official letterhead and include:
  - a. The start and end dates of the internship
  - b. The number of hours per week that you will be working
  - c. The physical address of the location where you will be performing the internship
  - d. A brief (two or three sentence) description of the duties you will be performing.
2. Take the job offer letter and this form to your GRADUATE ADVISOR.  
**Only your graduate advisor is authorized to sign this form. NOT FACULTY ADVISOR!**
3. After you receive your graduate advisor's signature, take the form to the International Affairs office in SURGE 321. *DO NOT take the form to the Graduate Division.*
4. Enroll in the appropriate internship course (to be determined by your graduate advisor).
5. After receiving clearance from the Graduate Division, an International Student Advisor will authorize your CPT and create a new I-20 for you. You CANNOT begin your appointment until the new I-20 is issued.

**Office Use Only**

|   |  |                          |
|---|--|--------------------------|
| Graduate Division Representative Signature: |  |                          |
| Date Signed:                                |  |                          |
| Notes:                                      |  |                          |
| IA Office Date Received:                    |  | IA Office Date Approved: |