

Make an appointment with an International Services Center immigration adviser and have all items below completed and prepared **before** your appointment.

Job offer letter detailing

- Duration of employment, start, and end date
- Number of hours that will be worked per week
- Employer name, physical address where actual work will be performed, and contact information
- Job title and brief description of position
- Hourly salary rate

CPT letter from internship or Experiential Learning/Co-op coordinator (see Sample Letter)

- Internship or Practicum** — Obtain a letter from your Internship Coordinator. The letter needs to state that this employment will satisfy an internship in your academic program. If you must begin the internship before you have completed one academic year of study in your program, the letter also has to state that you must begin the internship at this time.
- CPT through Experiential Learning/UCF Co-op Program** — Visit the UCF Office of Experiential Learning, and present your company's offer letter. You must then obtain a letter from the Office of Experiential Learning. You will need to submit both letters to ISC as part of the CPT approval process. You will be registered for your co-op assignment, which will appear on your transcript.

Are you employed on campus? Yes No

If so, which department? _____

Important Deadlines

Apply early! CPT runs on a semester by semester basis, and you will need to get a new CPT authorization from an immigration advisor on your I-20 Form each semester. Please see the CPT Handout for dates, which can be found under Forms and Files on the ISC website (www.intl.ucf.edu).

Agreement

I, _____, understand that while on Curricular Practical Training (CPT), I will be required to abide by all immigration regulations governing the F-1 visa. I also understand, agree, and accept the following specific terms

- » I read and understand the ISC CPT Handout for F-1 Students found under Forms and Files at www.intl.ucf.edu
- » I will only work within the dates authorized on page three of my Form I-20.
- » I will show my original I-20 with CPT employment authorization to my employer prior to beginning employment.
- » I will only work for the employer listed on page three of my Form I-20.
- » I understand CPT runs on a semester by semester basis. If I wish to continue working beyond the expiration date of my CPT employment authorization, I will re-apply for CPT prior to the expiration date at the International Services Center. If I do not re-apply, I will stop working on the date my CPT employment authorization expires.
- » I will maintain a full course of study during the fall and spring semesters.
- » I will report any changes in the number of hours to part time or full time by contacting an immigration adviser at the International Services Center before the change.

Signature _____ PID _____ Date _____