

Central College CPT Application

Please complete and turn in to the registrar's office, 2nd Floor Central Hall, one week prior to the start of the fall and spring term and last day of spring classes for the summer term.

To be eligible for CPT you must:

- Be an F-1 student in good academic standing
- Complete one full academic year (both fall and spring) of full-time course study
- Complete Central's CPT application
- Be registered for a credit-bearing course which is connected to your CPT by the end of the add/drop deadline for the semester in which you are completing CPT

Student Information	
Last Name (Family name)	First Name
Student ID	Major
Student Signature	Date

Employer Information (must match job offer letter exactly)				
Company Name				
Street Address			<input type="checkbox"/> Full time (21 or more hours a week) <input type="checkbox"/> Part time (20 or fewer hours a week)	
City	State	Zip	Start Date	End Date

Academic Information (To be completed by the student's advisor)	
<p>In order to qualify for CPT, the practical training experience and the course for which it is based on must be an integral part of the student's major and part of the student's program of study. By completing this section, the advisor confirms that the student's experience and course meet these requirements.</p>	
<p>Please explain how the practical training relates to the student's declared major:</p>	
Advisor Signature	Date

For Office Use Only	
Course number/name	
Job offer letter received date	CPT approved start date

Required Items for completing the CPT application process:

1. Completed internship, practicum, or independent study form (if applicable)
2. Job offer letter on official company letterhead with an original signature and mailed directly to our office at Registrar's Office, Campus Box 6400, 812 University, Pella, IA 50219 and *includes*:
 - Name and address (street, city, state, zip code) of the institution or company which hired you
 - Name and address (street, city, state, zip code) of the institution or company where the CPT will take place, if different than the company which hired you
 - Position offered including a brief description of the experience
 - Specific employment start (month/day/year) and end dates (month/day/year)
 - Number of hours of CPT activity each week