



CPT Request Form

For students completing a program of study or Academic Training, the international student advisor at your current school must release your SEVIS record to SUNY ESF no later than 30 days after your program completion or work authorization end date. The transfer DS-2019 can only be issued after the SEVIS record release date*. Please access the estimated expenses link on our website (<http://www.esf.edu/international-education/prospective-students/>) as you must also provide proof of finances for the duration of your program in order to be eligible for a SUNY ESF DS-2019.

Student Information

Full Name on Passport _____
SEVIS # N _____ SU ID# _____ Date of Birth (mm/dd/yyyy) _____
Email _____ Phone _____ ☐ Home ☐ Cell
U.S. Address _____

ESF Academic Program of Study

Degree Level ☐ Bachelor ☐ Masters ☐ PhD Academic Major(s) _____
I-20 Start Date _____ Have you maintained full-time enrollment status every semester?
I-20 End Date _____ *(Please reference Enrollment Certificate from the Registrar's Office)* ☐ Yes ☐ No
If no, indicate semesters and why _____

CPT Request

CPT Request ☐ New CPT Experience ☐ Extension of CPT
Duration of CPT ☐ Part-Time (20 hrs/week or less) ☐ Full-Time (More than 20 hrs/week)
CPT Start Date _____ CPT End Date _____
Will you be working on-campus during your CPT? (includes assistantships) ☐ No ☐ Yes, _____ hrs/week
Please note previous CPT authorizations:
From _____ to _____ ☐ Part-Time ☐ Full-Time
From _____ to _____ ☐ Part-Time ☐ Full-Time
From _____ to _____ ☐ Part-Time ☐ Full-Time
Employer Name, Address, and Phone (your physical work location) _____

If you will relocate for your CPT, provide your new U.S. address: (must do within 10 days of the move)

ESF Office of International Education Use Only

Student Submitted:

- ☐ CPT Request Form
- ☐ ESF Recommendation Letter
- ☐ Enrollment Certification
- ☐ Proof of Enrollment in CPT Course
- ☐ CPT Student Responsibilities
- ☐ Job Offer Letter
- ☐ Copies: All Previous I-20's (p.1 & p. 2)
- ☐ Copies: Passport, Visa, I-94

Student Documents & Status Reviewed:

- ☐ 1 Year in Status
- ☐ Maintained Continuous Full-Time Enrollment
- ☐ CPT End Date / Program End Date
- ☐ Passport Valid
- ☐ Program of Study Accurate
- ☐ Address Accurate

Update to I-20:

- ☐ No Changes
- ☐ Shorten I-20 to _____
(can't be shorter than CPT end date)
- ☐ Extend I-20 to _____
- ☐ Program of Study to _____
- ☐ Address



CPT Student Responsibilities

While on practical training you must continue to abide by the rules and regulations governing your F-1 visa status. Please carefully read the statements below and place a check mark in the box next to each statement to acknowledge your understanding of it. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

Curricular Practical Training (CPT)

- ☐ I understand that I am only eligible to engage in CPT employment during the CPT authorization period indicated at the top of page 3 of my new I-20 issued by the Office of International Education for my CPT experience.
- ☐ I understand that engaging in off-campus employment outside of the CPT authorization period without proper approval is considered illegal employment and a violation of my F-1 status that may result in the termination of my SEVIS record.
- ☐ I understand that while on CPT, I am only eligible to work for the employer indicated in the CPT authorization on page 3 of my I-20.
- ☐ I understand that I must maintain full-time enrollment status throughout the duration of my program of study including while engaging in CPT unless it is my last semester of study and I have less than a full-time course load remaining to complete my degree.
- ☐ I understand that in order to maintain F-1 status, I must report all changes of address to the Office of International Education within 10 days of the move so that they can update my SEVIS record. Accordingly, if my CPT experience requires me to move prior to and/or after my CPT experience, I will report all changes of address in a timely manner.
- ☐ I understand that I must report any termination of my CPT employment to the Office of International Education so that an updated I-20 can be issued.
- ☐ I understand that if I wish to change CPT employers, I must repeat the CPT request process and obtain a new I-20 authorizing CPT with the new employer from the Office of International Education prior to beginning the new CPT experience.
- ☐ I understand that if I wish to extend my CPT, I must submit an updated CPT Request Form, Recommendation Letter, Job Offer Letter, and register the CPT experience for credit again (if it will occur in a new semester) and receive CPT authorization on a new I-20. If my extension is approved after the end date of the initial CPT authorization period, I understand that I must stop my employment until I receive a new I-20 with a valid CPT authorization period.
- ☐ I understand that if I exceed 365 days of full-time CPT, I will no longer be eligible for OPT.
- ☐ I understand that my passport must be valid at the time of CPT authorization and it is my responsibility to maintain passport validity throughout the duration of my program of study.
- ☐ I understand that I am responsible for maintaining health insurance coverage for myself and dependents while engaging in CPT.

The Office of International Education reserves the right to a one-week time frame for reviewing and processing of any submitted requests. Student should anticipate OIE to take the full week and should expect to submit documents early in order to avoid potential complications.

Student Signature

Date

Office of International Education Signature

Date
