BELCROFT UNIVERSITY
A PLACE WHERE PASSION MEETS PURPOSE

BELCROFT
UNIVERSITY

Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759
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+1 (813) 772-3772

Curricular Practical Training (CPT) Authorization Request Form

Curricular Practical Training (CPT) provides employment authorization for F-1 students when the training is an integral part of an established curriculum. This authorization must be approved by the Designated School Official (DSO) and reflected on the student's Form I-20 before employment begins.

CPT Eligibility Requirement

F-1 students are eligible to request Curricular Practical Training (CPT) authorization for a paid or unpaid position with an external organization if they meet specific requirements. They must receive formal approval from their academic advisor and have full-time student status at Belcroft University.

To qualify for authorization, the proposed employment must be directly related to the student's major field of study and serve as an integral part of the established curriculum. Furthermore, students may not begin working until the CPT authorization has been officially approved by the Designated School Official (DSO) and reflected on their Form I-20.

CPT Request Deadlines & Timing

Students must submit this request and all supporting documentation before the proposed employment start date. Employment may not begin until CPT authorization has been approved and a new Form I-20 has been issued.

To Be Completed by Student

Student Name (First - Middle - Last)	
Student ID Number	
SEVIS ID Number	
Phone Number	
Email Address	
Degree Level	☐ Doctorate ☐ Dental ☐ Master's
Program of Study	
Semester	☐ Fall ☐ Spring ☐ Summer
Current GPA	
Expected Program Completion Date	____ / ____ / _____

CPT Employment Information

Employer Name	
Employer Address	
Supervisor Name	
Supervisor Title	
Supervisor Email	

Supervisor Phone	
Employment Start Date	____ / ____ / _____
Employment End Date	____ / ____ / _____
Work Hours Per Week	
Type of CPT Requested	☐ Part-Time CPT (20 hours or less per week) ☐ Full-Time CPT (More than 20 hours per week)
Work Location	☐ On-Site ☐ Hybrid ☐ Remote

Employment Description

Brief Description of Duties:

How is this employment directly related to your major field of study?

Required Documents Checklist

- ☐ Employment Offer Letter
- ☐ Job Description
- ☐ Proof of Enrollment
- ☐ Academic Advisor Recommendation
- ☐ Other Supporting Documents_____

Student Certification

☐ I understand that I may not begin employment until CPT authorization has been approved by Belcroft University and reflected on my Form I-20. I certify that all information provided is true and accurate.

Student Signature _____ **Date** ____ / ____ / _____

To be Completed by Academic Advisor

The proposed employment is directly related to the student's major field of study	☐ Yes ☐ No
The employment is an integral part of the student's academic program	☐ Yes ☐ No
Course Number Associated with CPT	
Course Title	

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Advisor Comments:

Academic Advisor Name _____

Academic Advisor Signature _____ Date ____ / ____ / _____

To be Completed by Belcroft University DSO/PDSO

Student has maintained valid F-1 status	☐ Yes ☐ No
Student has completed one academic year requirement (if applicable)	☐ Yes ☐ No
Employment is directly related to student's major	☐ Yes ☐ No
Required documentation has been received	☐ Yes ☐ No
CPT Authorization Approved	☐ Yes ☐ No
Authorized CPT Dates	From _____ /_____ /_____ To _____ /_____ /_____
Authorized Employer	
Authorized CPT Type	☐ Part-Time CPT ☐ Full-Time CPT

Comments:

DSO/PDSO Name _____

DSO/PDSO Signature _____ Date ____ / ____ / _____