BELCROFT UNIVERSITY

Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759

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CPT Renewal Request Form

Curricular Practical Training (CPT) is a work authorization that allows F-1 international students to participate in internships or off-campus employment directly related to their major field of study. To maintain continuous work authorization, students must submit the CPT renewal form at least two weeks before the start of the upcoming semester.

This specific form is strictly reserved for students who are continuing their employment with the same company in the exact same position. Any alteration to the employer or the student's job title will invalidate this renewal process and require an entirely new CPT application alongside an updated offer letter.

CPT Renewal Deadlines & Timing

Requests for CPT renewal must be submitted and approved before the current CPT end date. Students should submit renewal requests at least seven business days before the expiration of their current CPT authorization. Failure to obtain a CPT renewal before the current authorization expires may result in unauthorized employment.

To be completed by student

Student Name (First - Middle - Last)	
Student ID Number	
SEVIS ID Number	
Program of Study	
Date of Birth(MM/DD/YYYY)	____ / ____ / _____
Semester applying for	☐ Fall ☐ Spring ☐ Summer
Year	
Student Signature	
Date	____ / ____ / _____

CPT Employment Information

CPT Contact Full Name	
CPT Contact Job Title	
CPT Contact Company Email	
CPT Contact Company Phone	
CPT Company Address	
Type of Employment (Check One)	☐ Full-Time ☐ Part-Time
Employment Start and End Dates	____ / ____ / _____ and ____ / ____ / _____
Position intern (Student)will hold	

Please sign below to acknowledge that the student named above can only be approved for Curricular Practical Training (CPT) if they remain eligible, and that any unauthorized employment is a violation of their F-1 visa status.

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Signature: _____ **Date:** ____/____/_____