



CPT Authorization

UPDATED PER AUGUST 2026 SEVP GUIDANCE

PLEASE START HERE

- This form is to apply for curricular practical training (CPT) authorization. For other requests, please contact jss@andrews.edu.
- **The student should read the NOTE section below and then complete Step 1;** the student should then give the form to **the academic advisor, who should complete Steps 2 and 3** and submit the form to jss@andrews.edu together with a CPT Site Letter (see Step 3 for details).

NOTE: CPT is authorized for required academic training only (such as a required internship, practicum, or clinical). The training can be paid, but CPT cannot be authorized for off-campus employment purposes only. CPT is required to be an **integral** part of a student's program of study (i.e., a student cannot graduate without the CPT). Therefore, to be authorized for CPT, students must receive academic credit by enrolling in a class tied to the CPT *for each semester, including summer, that the CPT occurs*. In addition, students in CPT must be registered for full-time study when the CPT occurs in fall and/or spring semesters. Classes tied to CPT must be listed in Step 2 below for each semester, including summer, that CPT occurs.

STEP 1 (STUDENT)

LAST NAME _____ FIRST NAME/M.I. _____ AU ID# _____ Email _____

DEGREE LEVEL: Bachelor's Master's Doctoral Other

I confirm that I have read and understood the NOTE section above and that the information provided in the designated spaces above is accurate.

✕ STUDENT SIGNATURE _____ **DATE** _____

STEP 2 (ACADEMIC ADVISOR)

Advisors: Please read the NOTE section above (just before Step 1) before proceeding with this form.

The student must be enrolled full time during the entirety of CPT, including one course that is directly connected to the CPT *each semester that the CPT occurs*. Please list the CPT-related course(s) the student will enroll in during this CPT:

COURSE CRN	COURSE TITLE	CREDITS	TERM AND YEAR

Please confirm the CPT off-campus site details:

ORGANIZATION NAME:

STREET ADDRESS: _____

CITY: STATE: ZIPCODE:

NAME OF SUPERVISOR: CPT START DATE: CPT END DATE:

NUMBER OF EMPLOYMENT HOURS PER WEEK BETWEEN THE START AND END DATES:

Advisors: Please complete Step 3 on the next page →→→→→

STEP 3 (ACADEMIC ADVISOR)

CPT Site Letter:

For CPT to be approved for the student named in Step 1, a letter from the CPT off-campus site identified in Step 2 must be sent to iss@andrews.edu. The letter can be a hiring letter identifying employment, but **the CPT Site Letter must identify clear start and end dates that match the dates listed in Step 2**. Please work with the student to obtain the CPT Site Letter; CPT cannot be authorized until the CPT Site Letter is received by the Office of International Student Services and Programs.

Academic Advisor Verification Questions:

1. Would absence of this CPT make attainment of the student's degree impossible?

YES

NO (please provide an explanation for this selection in the space below)

2. Is this CPT required of all students in the same program of study per the university bulletin?

YES

NO (please provide an explanation for this selection in the space below)

Academic Advisor Information and Signature:

NAME: _____ TITLE: _____

DEPARTMENT: _____ PHONE: _____ EMAIL: _____

☒ ACADEMIC ADVISOR SIGNATURE _____ DATE _____

Academic advisors: please send this completed, signed, and dated form to iss@andrews.edu. The CPT Site Letter can be attached in the same email or it can be sent in a different email directly from the CPT Site to iss@andrews.edu. CPT cannot be authorized until the Office of International Student Services and Programs receives both this completed form and the CPT Site Letter. Thank you.

IMPORTANT: The student must not start CPT without having the CPT approved on the I-20. This approval will be issued once this completed form is submitted and the CPT Site Letter is received. Please note that one year of full-time CPT eliminates a student's eligibility for optional practical training (OPT).
