

Curricular Practical Training Approval Form

_____ N _____
CCS Student ID # SEVIS ID #

Family name: _____

Given name: _____

Email: _____

Telephone: _____

Major: _____

Date of Birth: _____

Program Start Date: _____

Address: _____
Street and Number (Apt.)

Program completion date as indicated on I-20: _____
Month/Day/Year

Have you been authorized for a Reduced Course Load (RCL)?

If you answered yes to the above question, please fill in the information below,

Dates of authorized RCL

Reason for RCL.

To be completed by the Department Chair or Department Administrator

Indicate the course number associated with the practical training experience: _____

This course confers _____ semester hours of credit as listed in the CCS catalog.

Semester of Course Enrollment _____
Semester/Year

Practical training will be ___ full time (>20 hours/week) ___ part time (<20 hours/week)

I certify that the above named student will be making normal progress toward completing his/her degree while pursuing practical training. This experience will enable the student to complete the requirements for the above named course and gain practical application of the principles learned therein.

Signature, Department Chair _____ Date _____

International Student Services
The College for Creative Studies
201 East Kirby Street
Detroit, MI
313.664.7428

Curricular Practical Training (CPT)

- Eligibility Criteria for CPT
 - Junior standing: Completion of all freshman and sophomore courses, including liberal arts requirements
 - Minimum cumulative grade point average of **2.8**
 - Enrollment on a full-time basis for at least one entire academic year (two consecutive semesters)
 - You must have a job or internship offer to apply for CPT and the job/internship must relate directly to your CCS field of study as an integral part of the established curriculum. This must be verified and approved by your Department Chair.

- Your Complete CPT Application Must Include:
 - Career Services Internship Approval Form: signed by Department Chair, Associate Dean, Academic Advising, Career Services, and International Student Services
 - Registration of appropriate credit: if your CPT will occur in the summer, you must register the internship course that corresponds to your major. Internship for credit must be authorized by Career Services.
 - Degree Audit, confirming Junior standing and 2.8 cumulative gpa
 - Current I-20 and I-94
 - Job/Internship Offer Letter

- CPT Application Process
 - When you receive a job or internship offer, notify Francisco in ISSO and Kirstin in Career Services
 - You will work with Kirstin to have the internship approved for credit, and you will work with Francisco to obtain CPT approval and a new I-20
 - The ISSO and Career Services both have paperwork that must be completed, submitted, and approved before you will be able to engage in CPT.
 - When your CPT is approved, you will receive a new I-20 listing your employer on page 2
 - CPT approval takes time. Please plan accordingly.