CPT APPLICATION FORM
CAPX

CPT AUTHORIZATION FORM
Please submit the completed application to International Affairs (IA) in person at least five business days before your CPT start date. For information regarding CPT eligibility: visit www.saic.edu/international/employment

SECTION 1: TO BE COMPLETED BY STUDENT
First Name: ___________________________________________ Last Name: __________________________________________

SAIC ID#: _____________________________________________ Degree Program:_____________________________________

Degree Level: (Check one)              Undergraduate                 Graduate

Telephone #: _________________________________________ Email Address: _____________________________@saic.edu

PLEASE READ AND CHECK EACH BOX
☐ I understand that I may not begin working until I receive CPT authorization on my I-20 from International Affairs.
☐ I understand that I may only work a total of 20 hours per week during the semesters and 40 hours per week during breaks. This means 20 or 40 hours per week between all jobs combined.
  > Do you currently have an on-campus job? ☐ Yes ☐ No
  > If yes, how many hours per week do you work at this job?________________hrs/wk.

☐ I have attached my registration statement as proof that I will receive course credit for this work.
☐ I have not, previously, been authorized for over 12 months of full-time CPT.

Student Signature:____________________________________________________________ Date: ________________________

SECTION 2: TO BE COMPLETED BY CAPX ADVISOR ( NOT STUDENT)

Employing Organization: __________________________________________________________________________________

Street Address: _____________________________________________________________________________________________

City:  ________________________________________________________ State: __________ Zip Code: ____________________

Start Date (mm/dd/yyyy): ____________________________ End Date (mm/dd/yyyy): ____________________________

Average # of Hours/Week: ____________________________________________

Please submit the completed application to International Affairs (IA) in person at least five business days before your CPT start date. For information regarding CPT eligibility: visit www.saic.edu/international/employment
In order for a student to qualify for CPT, the experience must be an integral part of an established curriculum and demonstrably related to the student’s field of study. Please indicate below what applies to this student:

☐ An academic internship/co-op is an elective option in the program and the department has a specific course designated for this purpose.
   Name and number of course taken for CPT Credit:___________________________________________________
   Credit Hours:___________

☐ An academic internship/co-op is required of all students in this program in order to graduate.
   Name and number of course taken for CPT Credit:___________________________________________________
   Credit Hours:___________

☐ I have attached or typed below the description of how this CPT meets the student’s academic objectives. (You may attach a letter to this form if you prefer)

CAPX Advisor Signature: ________________________________________________ Date: _____________________________

SECTION 3: TO BE COMPLETED BY INTERNATIONAL AFFAIRS

I-20 Program End Date:____________________________________________________

IA Advisor Signature: ____________________________________________________  Date: _____________________________