

INTERNATIONAL  
STUDENT PROGRAMS

*An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. 8 CFR 214.2(f)(10)(i)*

## Steps to Apply for CPT:

1. Student must **meet with DSO** (Amy Nicols, Lita Godoy or Lyndsay Grimm) to discuss CPT opportunity.
2. Student should obtain an **offer letter** for internship and complete Student Information and Employer Information sections of this Request Form.
3. **Enroll in Internship Course – OR – Obtain Professor Certification**
  - ➔ **IF** the Internship Course is the relevant course tied to the internship, student must do the following:
    - a) create a **Handshake profile** at <https://messiah.joinhandshake.com/login>
    - b) complete the internship approval process with the Career and Professional Development Center \*\*
    - c) **enroll in INTE391 or INTE394**
  - ➔ **IF** the internship opportunity is tied to a course other than the Internship Course, then student must obtain signature confirmation from the **relevant Professor**.
4. After student has enrolled in an Internship Course OR the relevant Professor has signed off on the CPT Request Form, **student must return this form to the ISP Office (or Grad students to Lyndsay Grimm)** with a copy of any offer letter.
5. A new Form I-20 will be created by the ISP Office, containing Authorization for the student's CPT – **STUDENT MAY NOT BEGIN WORK UNTIL THIS NEW FORM I-20 IS CREATED \*\*\*\***

\*\* For more information about Messiah University's internship approval process, please visit [https://www.messiah.edu/info/23064/internship\\_program](https://www.messiah.edu/info/23064/internship_program) or contact Joy Fea in the Career and Professional Development Center.

**INTERNATIONAL  
STUDENT PROGRAMS**
**First DSO VERIFICATION**

**Step 1: Student has discussed CPT opportunity with a DSO (Amy Nicols, Lita Godoy or Lyndsay Grimm) and DSO has confirmed student will be eligible for the proposed CPT:**

- a. Curricular Practical Training will be directly related to student's major field of study
- b. Student will be enrolled in a class that will be connected to the CPT opportunity
- c. Undergraduate student has completed one year of full-time enrollment

DSO NAME	DSO SIGNATURE
----------	---------------

**PROFESSOR CERTIFICATION**

F-1 visa students may be authorized to work through Curricular Practical Training if the internship is an integral part of an established curriculum *and* related to the student's major field of study.

The relevant professor should please complete the following with the student:

	YES with Explanation	NO
Does this proposed work experience relate to the student's academic major?	If NO, then the student may not participate in the proposed work experience.	
Is this work experience required as part of the department's curriculum?	COURSE #:	
ADVISOR NAME		
SIGNATURE		DATE

