



CURRICULAR PRACTICAL TRAINING APPLICATION

SECTION 3– TO BE COMPLETED BY THE ACADEMIC DEPARTMENT

A complete application consists of the documents listed in the third paragraph of Section 1. These must be submitted together by the student via e-mail to Duke Visa Services.

Please put CPT Application, your legal name, and Academic Department in the Subject Line

E-mail: VisaServicesCPT@duke.edu

Phone: 919-681-8472

Fax: 919-681-8492

Hours of Operation
Monday- Friday
8am to 5pm
Closed most U.S. Holidays

[Duke Visa Services](#)

An F-1 student may be authorized by the Duke Visa Services' International Student/Scholar Advisor to participate in a Curricular Practical Training (CPT) program that is an integral part of an established curriculum. CPT 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.

If the primary purpose of the employment is to provide the student with work experience which will enhance his/her professional career, then the student must use [Optional Practical Training \(OPT\)](#).

The significance of this form is to provide our office with a substantial recommendation to process the CPT application. As this student's Academic Advisor, Director of Undergraduate Studies or Director of Graduate Studies, you are the most informed person regarding this student's major field of study. **Students with unpaid internships also should request Curricular Practical Training. The student must provide you with the completed Sections 1 and 3 of the CPT Application along with the employment letter and, if applicable, proof of course enrollment/curriculum requirement, and other supporting documentation that you may need in order to satisfactorily recommend CPT to Duke Visa Services.**

Academic Department:

Your Title:

Your Full Name:

E-mail: Phone: Fax:

Student's Full Legal Name:

Will the student receive academic credit? Yes No

Is this employment a required part of the academic degree program? Yes No

Is this internship related to the student's major field of study? Yes No

	Internship or Practicum with Academic Credit	Non-Credit Bearing Practical Training involving an internship or practicum, required for graduation by all students in a particular program of study
Course Name and Number		Not Applicable
Number of Credits		Not Applicable
Name of Instructor or Academic Advisor supervising the course		
Description of Course	Please attach verification of course enrollment complete with course title and description.	Please attach copy of the graduation requirement description from the University catalog or other official publication showing the internship/practicum is a non-optional requirement for degree completion.
Full or Part Time		
Hours per Week		

By completing and signing this form, you are certifying, **under penalty**, that the employment for CPT meets the requirements set forth by the U.S. Dept. of Homeland Security, and the student is currently in good academic standing and making steady progress towards degree completion. This recommendation is either a direct program requirement and/or the student will receive at least 1 (one) academic credit for the course, the CPT recommendation will not to be used for the purpose of facilitating general employment, and will not delay degree completion by the student.

Signature Field Date