



# CURRICULAR PRACTICAL TRAINING APPLICATION

## SECTION 2– TO BE COMPLETED BY THE EMPLOYER

**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](mailto: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](#)

It is our understanding that you are interested in hiring a Duke international student to engage in an internship position with your company. Duke Visa Services is obligated to ensure that students meet the legal requirements for Curricular Practical Training (CPT). CPT is a benefit of the F-1 student visa that allows students to engage in required internships or off-campus activities that are integral to their academic programs. As part of the CPT application process, we request the employer/internship host to complete this form for submission to our office. We also recommend the submission of this form for unpaid internships.

We recommend that you consult a qualified Human Resources specialist or relevant government publications if you have questions regarding employment eligibility verification, social security and tax withholding, and other employment responsibilities. When completing a Form I-9 for a student on CPT you may use the student's original I-20 (Certificate of Eligibility for Nonimmigrant Student Status) showing the CPT approval along with a valid foreign passport and I-94 record.

In order to confirm eligibility for CPT, a manager, supervisor, HR representative or other authorized company representative must certify the statements below. By signing below, the employer certifies that:

- This position is temporary and educational in nature and the student will not be in a permanent, professional, full-time position.
- The student will not displace a US citizen employee.
- It is understood that CPT is generally authorized on a per-term basis if the CPT has a credit bearing course requirement. If the proposed employment goes beyond one academic term, then the student will need to apply and qualify for a new CPT authorization and may not have work authorization during any gap between academic terms.

Company Name:

Company Address:

Supervisor's Name:

Supervisor's Title:

Phone Number:  Email:

Student's Name:

Student's Title:

Full or Part Time:  Start Date:  End Date:

Please provide a brief description of the work related activities below. If the official letter of employment/contract includes a description of the work related activities, please do not complete this section. We do require a letter of employment/contract to be submitted with the rest of the student's application.

Signature Field  Date