



Non-Required Training

Curricular Practical Training (CPT) is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is directly related to a student's field of study and takes place at an off-campus worksite. If the internship/training is not required for the student to complete their degree, it must be taken for academic credit and connected to a relevant class that has similar educational objectives. F-1 students may only participate in CPT with prior approval from OISS and an I-20 with CPT authorization. In order to receive approval, students must first work with the professor of the CPT course to complete this entire form and upload it to the CPT Request Form on our website.

Students must be enrolled for at least one academic year (Fall /Winter) at EMU before being eligible for CPT

To Be Completed by Student:

Full Name (Last, Middle, First):		EID:	
Employer Name:			
Employer Address: (location where training will take place)	City:	State:	Zip:
Part-Time (20 hours per week or less) <input type="checkbox"/>	Full-Time* (more than 20 hours per week) <input type="checkbox"/>		<small>*12 months or more of full-time CPT eliminates eligibility for OPT</small>
Start Date:	End Date:		
<p>Explain how the work is directly relevant to the academic objectives of your class. Your response should answer the following questions: What are the learning objectives of your course? How are you applying what you've learned in your course to your training? Be specific, but limit your response to 2-3 sentences.</p>			

To Be Completed by Course Professor:

Course Name:	Course Number:	Semester Enrolled:
<input type="checkbox"/> By checking this box, I confirm that I have read the student's offer letter and agree that the work serves as an integral part of the student's curriculum. I agree with the student's above details of how the work is relevant to the academic objectives of the course I am teaching.		
Name: _____	Signature: _____	Date: _____