



Office of International Admissions  
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## ATTACHMENT I – CPT APPLICATION

Revised: May 13, 2008

**PLEASE PRINT-----MUST BE LEGIBLE!**

LU ID No: \_\_\_\_\_ SEVIS No. N\_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

US Address, Apt#, City, State: \_\_\_\_\_

Birth Date : \_\_\_\_\_(M/D/Y) Gender:  Male  Female SEVIS #\_\_\_\_\_

Birth Country: \_\_\_\_\_ Citizenship Country: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Issued by State of: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Degree Level  Bachelors  Masters  Doctor  PhD

Program of Study/Branch: \_\_\_\_\_

What is your graduation date? \_\_\_\_\_

Have you completed all of your required courses?  Yes  No If no, how many courses are needed to complete your course requirement? \_\_\_\_\_

Are you completing a thesis with your academic degree?  Yes  No

My.Lamar E-Mail Address: \_\_\_\_\_

I understand and agree that in order to be eligible for the CPT program, I must comply with both Lamar University=s College of Graduate Studies policy and Department of Homeland Security (DHS) federal regulations as follows:

- X **The International Office will only correspond with me using Lamar University email account (MyLamar) regarding my CPT application. Phone calls or visits to the office to check on the status of an application will result in a longer processing time.**
- X Student must have been lawfully enrolled on a full-time basis at a Service approved school for one full academic year (9 months EX: Fall & Spring or Spring & Fall; **summer enrollment does not count**). I am aware that I will not be eligible for immediate CPT should I return to Lamar University for a 2<sup>nd</sup> degree.
- X In addition, I understand that even if I obtain approval from the department, my CPT application may be denied by the P/DSO in the International Office due to discrepancies and/or no-qualification for DHS regulations.
- X Student must have a **Lamar University grade point average** of a 3.0 graduates & 2.0 undergraduates.
- X All international students must complete and obtain all required signatures for Attachment II.

- X Students must submit the complete CPT application packet and supporting documentation to the International Office front desk. The departmental assistant will verify completeness of documentation before routing to the DSO for CPT processing. **Incomplete packets or documentation will not be accepted.**
- X Providing CPT is approved, the first day of employment will be no earlier than the 1<sup>st</sup> class day of the semester and will end the last class day of the semester. ***CPT employment start date will not be back dated. Continuing CPT employment beyond the actual completion date is illegal and is a violation of F1 status.***
- X If a student will complete all of their required course work during their current/last/graduating semester, they ***may not defer*** their graduation for CPT employment benefits. Should they do so, the International Office ***will not approve*** the CPT petition.
- X Student must be registered for the specific CPT course and have the DSO's approval no later than the 12<sup>th</sup> class day of the semester.
- X Student must be enrolled full time (9 hrs. for graduate or 12 hrs. for undergraduate) during a **fall or spring semester**; if the CPT is approved the student will be eligible for part time (20 hrs. per week) employment during these semesters.
- X Providing that a student has their academic department written approval and completed all required course work ***except for thesis***, they may engage in full-time CPT during the fall or spring semester.
- X **College of Engineering Students:** You are required to obtain an information sheet from Dr. Victor Zaloom's administrative assistant in Cherry Room 2000. You must obtain Dr. Zaloom's approval & signature before submitting the CPT petition to the International Office. Failure to comply with the policy will delay your CPT petition process.
- X According to DHS federal regulations, a student may take one (1) on-line course per semester.
- X The employment must be an integral part of an established curriculum in the student's course of study.
- X Must have an offer of employment from an employer offering work that qualifies as CPT.
- X Student must register and receive a grade for the appropriate CPT course which is determined by the student's academic adviser or chairperson. ***May not receive an "I", "S", "U" grade.*** The CPT course must be listed in the institution's catalog. The student must register for the CPT course before the DSO may approve/authorize the CPT. The student's department will determine how the student will receive a grade for the specific CPT course. Student must continue enrollment in the specific CPT course for each semester that the CPT is authorized.
- X Student may engage in CPT only for the specific employer, location and period approved and recorded by the DSO on Form I-20.
- X Use of full-time CPT for one year or more eliminates eligibility for OPT.
- X It is the student's responsibility to receive written authorization from the DSO ***before*** the student may be employed. ***The CPT employment date will not be back dated.***
- X Failure to maintain lawful status (full time enrollment, valid Form I20, etc.) will result in immediate termination of employment.
- X Full time CPT is permissible during summer sessions providing the student is eligible for this program. Student is required to enroll in the specific CPT course during the summer sessions.
- X **Students may not defer graduation because of employment benefits.**

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Student's signature

Date