



Office Only:
Date Received: _____
Date Completed: _____

Request to Add Internship Course Form

Student Name _____ Student ID# _____
Current Semester _____ Year _____
Please check here if you are enrolled in: MBA Weekend Program: DBA Weekend Program:

Please submit all required document to the following emails based upon your program level:

- Bachelor Level: cpt_bachelors@westcliff.edu
- Master Level: cpt_masters@westcliff.edu
- Doctorate Level: cpt_doctorate@westcliff.edu

<u>Initial CPT</u>	<u>Renewing CPT</u>
<input type="checkbox"/> Review Curricular Practical Training (CPT) Tutorial online: (https://voicethread.com/share/8532656/) <input type="checkbox"/> Request to Add Internship Course Form <input type="checkbox"/> Proof of Tuition Payment (including the internship course). <input type="checkbox"/> Curricular Practical Training (CPT) Application <input type="checkbox"/> Cooperative Education / Internship Agreement <input type="checkbox"/> Employment Offer letter	<input type="checkbox"/> Request to Add Internship Course Form <input type="checkbox"/> CPT Internship Renewal Form <input type="checkbox"/> Proof of Tuition Payment (including the internship course)

Internship Course	Check Box	Semester/Session (ex: Spring 2016, Session 4)
BUS 701 (DBA)		
BUS 501 (MBA)		
BUS 301 (BBA)		
TSL 501 (MA TESOL)		
EDU 301 (BA Ed)		

Direction: Please read through and check off the boxes.

I confirm the following are true:

- I understand as an F-1 student my primary objective at Westcliff University is to focus on my studies.
- I reviewed the online Curricular Practical Training (CPT) Tutorial (<http://voicethread.com/share/8532656/>) and/or have attended the F-1 International Student Workshop (including CPT Training) at New Student Orientation.
- The proposed CPT is directly related to my major area of study and integral to my degree program.
- I understand that CPT provides an opportunity to acquire additional skills related to my degree program. CPT is not work authorization for the sake of working in the U.S. and should not interfere, hinder, or delay my degree completion.

- I understand it is my sole responsibility to apply for CPT or renewal in a timely manner and that I cannot continue CPT if the end date has been reached and renewal has not been processed.
- I understand I cannot work using CPT until I have a new or updated I-20 from Westcliff University authorizing CPT and I can only work within the CPT authorization dates.
- I understand that working without CPT authorization will cause me to lose my F-1 status.
- I understand that in order for me to be considered for CPT, I will need to enroll in an internship course and answer/respond to weekly online discussion questions according to the syllabus on the GAP.
- I understand that the internship provider may be required to complete a performance evaluation as a part of an the internship course.
- I understand that I must earn a 70% or above to pass an internship course. If I earn an overall failing grade in my internship course(s) in a given semester, I will become ineligible for CPT in the following semester.
- I understand that I must maintain the required GPA for my degree program in order to retain/renew my CPT.

Undergraduate Students:

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

Graduate Students:

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CPT

I have reviewed, understand, and will adhere to the items listed above. I must adhere to Westcliff University's academic and CPT policies set up for all F-1 students and agree to assume the responsibilities outline in this form, the Cooperative Educational / Internship Agreement, and all other related CPT documents provided by the University. I understand that it is my responsibility to submit completed CPT documents to the respective CPT Division before the CPT submission deadline date. If there are any missing documentation or if documents are submitted past the deadline, I understand that my request to add CPT may be denied or even may be delayed. In addition, it is my responsibility as an F-1 international student to report any changes in my CPT in a timely manner or I will be violating my F-1 status and may be subject to SEVIS termination.

Student Signature: _____ Date: _____