International Student Services

Curricular Practical Training (CPT) Site Approval Form

Part 1. To Be Completed by the Student: Please Type or Print Clearly

Student Name: ________________________________________________________________________________
Student ID: ______________________ Phone:__________________ Email_______________________________

Part 2. To Be Completed by the Practical Training/Internship Site:

Name of Site/Employer: ________________________________________________________________________
Address of Site/Employer: ________________________________________________________________________
Dates of Practical Training/Internship: ____/____/_____ to ____/____/_____

Hours per week the student will participate in internship/training at your site: □ 1-20 hours (part-time) □ 21-40 hours
Position Title: _________________________________________________________________________________
Job Responsibilities: ___________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Is this a paid position? □ Yes □ No

If yes, please attach the offer letter.

By signing below, I indicate that the above information is true based on my best knowledge and information.

Practical Training Site Supervisor Signature       Date
________________________________________________________________________________________
Supervisor Name (please print)      Phone

Students must make an appointment to meet with an International Student Advisor to review completed CPT forms and request CPT in SEVIS at least 10 business days prior to starting practical training. Contact International Student Services with any questions at 651-779-3344, international@century.edu or Room W1221.

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