

Student Care Specialist: 303-357-5833, 6399 S. Santa Fe Dr. Littleton, CO. 80120 studentcare@denverseminary.edu
FAX: 303-783-3122

A full review of CPT options and regulations can be found on www.ice.gov. Please read and familiarize yourself with these regulations and the timeline of your required next steps prior to completing this form. You must submit this completed application to your DSO prior to your preferred CPT start date to be considered for work authorization under CPT.

Student Contact Information:

Student ID: _____ Today's Date: ____/____/____
First Name: _____ Middle Name: _____ Last Name: _____
Current Address: _____ City: _____ State: _____ ZIP: _____
Address while on CPT: same as above I do not know yet my new address will be:
Street Address: _____ City: _____ State: _____ ZIP: _____

Required to Report

While on CPT, you are required to report, in writing and within 10 days of change, the following information to a DSO:

- 1) Change in your legal name
- 2) Change in your U.S. home address
- 3) Changes in employment or interruption of employment

CPT Types and Eligibility:

What type of CPT are you applying for?

- Part-Time CPT (less than 20 hours per week)
 Full-Time CPT (more than 20 hours per week, NOTE: engaging in 12 or more months of full-time CPT will make you ineligible for OPT)

Have you completed one year of your (degree-seeking) program prior to the anticipated start of your PT? Yes No

Have you ever participated in CPT, whether at Denver Seminary or through any other institution? Yes No

If your answer is yes, please describe your CPT experience: _____

Start date of previous CPT: _____ End date of previous CPT: _____

Was this CPT part-time or full-time? _____

What is your preferred start date for your CPT?* month: _____/date: _____/year: _____

**Your official start date will be assigned by your DSO once your CPT is officially authorized. You are not allowed to begin working until the official start date indicated on your new Form I-20.*

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Employment Information:

You must have an offer of an employment that qualifies for CPT to apply for CPT. Please attach a copy of your formal employment offer letter on organization-specific letter head. Your employment offer letter should include 1) your employer's name and address, 2) your employment start and end dates, 3) your expected work hours, 4) the financial compensation you will earn, and 5) a brief description of how your position and work are directly related to your course curriculum. This letter should be signed and dated by both you and your employer.

You must also be registered for a course for which your employment is an integral part of the course curriculum. Please attach the syllabus for the specific course for which you are registered that will be linked to your CPT.

Name of Employer (name of church, organization, company): _____

Employer's Address: _____ City: _____ State: _____ ZIP: _____

Name of Supervisor: _____ Supervisor's Phone Number: _____

Your Job Title: _____ Is this a paid position (either salary or hourly)? Yes No

Will you be working part-time or full-time? Part-time (20 hours or less) Full-time (20 hours or more)

Explain how the employment will be related to your Denver Seminary course curriculum: _____

Employment start date: __/__/____ Employment end date: __/__/____

Recognition of Responsibility

In completing and signing this request form, I agree to fully comply with all immigration regulations which apply to me as an F-1 student. I acknowledge that this CPT application is only valid for one semester of CPT authorization, and I must complete the process again for each subsequent semester that I wish to participate in CPT. I understand that I must comply with all employment regulations and that working without the proper authorization is a serious violation of my nonimmigrant status in the U.S. If I fail to comply with my responsibilities, I acknowledge that I may not be eligible for benefits normally granted to F-1 students and I may put my stay in the U.S. at risk.

Signature

Date

Next Steps

- Completed CPT applications must be submitted to your DSO and approved prior to beginning employment.
- After this form has been received and processed by a DSO, a new Form I-20 will be created for you. This I-20 grants your work authorization for CPT and will be used by your employer for documentation of your work authorization.
- You may not begin working until you have received your new Form I-20 and your work authorization has been completed in SEVIS by your DSO.
- You may not begin working until the start date on your new Form I-20.