



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W Campbell Road SSB 34, Richardson, Texas 75080-3021
(972) 883-4189 FAX (972) 883-4010

With few exceptions, you are entitled on your request to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and is incorrect.

Your UTD-ID is being requested because it is a unique identification number which is maintained for the purpose of verifying student identification. The disclosure of such information is voluntary.

REQUEST FOR CPT AUTHORIZATION

STUDENT INFORMATION:

Name: First Name Last Name

UTD I.D.: Phone Number:

DO YOU HAVE A SOCIAL SECURITY NUMBER? Yes No

If not, we will give you an authorization letter with your CPT I-20. You can apply for a SSN card as soon as you receive these two items.

CPT start date: CPT end date:

Including the above-requested dates, will you exceed 364 days of full-time CPT? Yes No

If yes, see #5 in the Statement of Understanding.

What is the program completion date on your current I-20? (mm/dd/year)

Have you requested to extend the I-20 end date of your current academic program? Yes No

If yes, see #7 in the Statement of Understanding.

STATEMENT OF UNDERSTANDING

By signing below, I indicate my understanding of the following items:

- 1. An F-1 student cannot begin work until the I-20 is authorized for CPT and has been picked up and verified by the student and their employer. This authorization is located on page 3 of the I20, and lists the employer name and location, dates of employment, and full or part authorization. It is the student's responsibility to verify the authorization before working. Working outside of the authorization dates, location, etc on page 3 of the I-20 constitutes work without authorization under Curricular Practical Training. If the student fails to pick up their CPT I-20 from the ISS Office, his/her Curricular Practical Training for that period is invalid, and the employer may be notified that he/she is not eligible to work.
2. The standard processing time within the ISS Office is 1 business day.
3. The ISS Office cannot release a CPT I-20 until a student's cumulative GPA is verified. The student must meet all CPT eligibility requirements, including holding at least 3.00 GPA for graduate students and 2.00 GPA for undergraduate students. If a student graduates and/or completes the minimum requirements for their degree, the student is not eligible for CPT.
4. An F-1 student can reduce enrollment for one semester if the full time CPT is for 11 weeks or longer of the semester. An F-1 student cannot reduce enrollment due to a full-time CPT (anything over 20 hours a week) for two consecutive long semesters. This means that if the student reduced enrollment for the Spring semester because of a full-time CPT, he/she can not reduce enrollment for the following Fall semester for the same reason.
5. If an F-1 student requests more than 12 months of full-time CPT, the student will not be eligible for Optional Practical Training.
6. An F-1 student is eligible for one CPT for one employer per semester. The promise of H-1b sponsorship is not an approvable reason to change CPT employers in a given semester. An F-1 student may not work as an independent contractor and must be on the employer's payroll and appropriate Federal/State income taxes must be withheld from the student's paycheck.
7. A student is not eligible for CPT in their current academic program if they have requested to extend their I-20 end date.

Signature of student:

Date: