

# UH Hilo CURRICULAR PRACTICAL TRAINING (CPT)

## APPLICATION FORM

Curricular Practical Training (CPT) is an opportunity for international students on F-1 student visas to work off-campus in the student's field of study to gain practical experience. The job or internship must be an integral part of the student's curriculum. The student must be authorized to work off-campus by the UH Hilo Director of International Student Services before working. The student will also need to provide a letter from the employer stating 1) the nature of the work, 2) the start and end date, and 3) that they agree to cooperate with UH Hilo in achieving the curricular purposes of the employment.

### TO BE COMPLETED BY THE STUDENT:

Name of Student: \_\_\_\_\_

UH ID Number: \_\_\_\_\_

Major(s)/Minor(s)/Certificate(s): \_\_\_\_\_

Anticipated Graduation Date (Semester & Year): \_\_\_\_\_

### Proposed Employment Information

Name of Company: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Phone Number and/or Email of Supervisor: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Work Start Date: \_\_\_\_\_

Work End Date: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_

Description of Duties (you may attach a separate sheet):

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Do you already have a U.S. social security number?     Yes             No

**TO BE COMPLETED BY THE STUDENT'S ADVISOR:**

Curricular Practical Training (CPT) is an opportunity for international students on F-1 student visas to work off-campus in the student's field of study to gain practical experience. The job or internship must be an integral part of the student's curriculum and the student must earn academic credit for the experience (such as through a Directed Studies class or an internship class). The student must be authorized to work off-campus by the UH Hilo Director of International Student Services prior to engaging in training.

Please complete the following questions, then print your name, sign and date at the bottom.

The student is registered in the following course and will earn academic credit for the job or internship:

Course: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Is the internship required by the academic program?

Yes

No

Comments (optional):

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Advisor (Print Name)

Advisor (Signature)

Date

*Submit this form to:*  
*Jim Mellon*  
*Director, International Student Services*  
*University of Hawaii at Hilo*  
*Student Services Center Room E-204*  
[mellon@hawaii.edu](mailto:mellon@hawaii.edu)  
*(Tel) 808-932-7467*