



# SANTA ANA COLLEGE

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## International Student Program

### CPT AUTHORIZATION REQUEST FORM

#### TO BE COMPLETED BY STUDENT

NAME:

STUDENT ID:

EMAIL:

ADDRESS:

TELEPHONE/MOBILE NUMBER:

MAJOR(S):

I have completed two full-time semesters in active F-1 Status: Yes:  No:

#### CPT Employment Information

Job Title:

Company Name:

Work Schedule (select one):

Part-time (<20 hours/week):  Full-time (>21 hours/week):

Requested CPT Authorization Dates:

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

*\*Dates must overlap with the dates of the course enrollment semester.*

#### Course Information

Name and Code of course:

Semester of course enrollment:

I have a verification letter from my employer that outlines the work proposed for CPT: Yes  No

By signing this request form, I acknowledge that I will not begin any employment until I have received my CPT I-20, and I will only work during the CPT dates listed on my CPT I-20. Working outside of those dates is a serious violation of F-1 status.

Signature of student: \_\_\_\_\_ Date: Click or tap to enter a date.



# SANTA ANA COLLEGE

## International Student Program

### CPT AUTHORIZATION REQUEST FORM

TO BE COMPLETED BY COUNSELING CENTER, CAREER CENTER, or ACADEMIC DIVISION

Student's Major(s):

Expected Graduation Date: Click or tap to enter a date.

Level of Study:

Associate Degree:  Bachelor Degree:

Please confirm that the student will be receiving course credit in the student's major: Yes:  No:

Please note how this CPT experience directly relates to the student's current major area of study:

Signature : \_\_\_\_\_ Date: Click or tap to enter a date.

Name (PRINT):

Title:

Division:

Please complete form and return to your DSO in JSC-208. Please submit the following with this completed form:

1. Copy of Registration to confirm enrollment in course listed on this form
2. Copy of employment letter (please see attached Verification letter template)

Please inform the International Student Program at SAC of employment and any change of employment within 10 days of any changes.

## F-1 CPT Verification Letter Template

*Verification letters should be printed on employer's business letterhead, with signature.*

[date]

To Whom It May Concern:

This letter is to certify the following international student's participation in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the Santa Ana College International Student Program. The Employer agrees to provide the student an educational work-based learning experience directly related to the student's major field of study, fulfilling all or part of the student's degree or internship enrollment requirement.

1. Student full legal name:
2. Company Name:
3. Company Address:
4. Student's Job Title:
5. Job Description (please attach additional pages if needed for full job description)
6. Dates of employment (specific start and end date)
7. Hours per week:
8. Supervisor's Name:
9. Supervisor's Job Title:
10. Supervisor Contact Information (Phone or Email):

Signature Block