

NORTH CENTRAL TEXAS COLLEGE

International Admissions
1500 North Corinth Street
Corinth, Texas 76208

940-498-6429 (Phone) 940-498-6200 (Fax) international@nctc.edu

CURRICULAR PRACTICAL TRAINING (CPT)

CPT Requirements

- You must have been a full-time student, with a valid F-1 status for at least one academic year.
- The employment must be an **integral or required** part of your studies- Training that all students must complete to earn a degree meets this requirement.
- You must have a job before you apply for CPT. Authorization will be employer and date specific.
- You must be enrolled in the appropriate course in your degree plan that requires CPT.
- CPT authorization is required for both paid and unpaid employment. It is your permission to be in a workplace off-campus.

1. COMPLETED BY STUDENT

NCTC Student ID: _____ Date: _____
Last Name: _____ First Name: _____
Current Address: _____
Phone: _____ E-mail: _____
Signature: _____

2. COMPLETED BY INSTRUCTOR/DEPARTMENT HEAD (STUDENT AND EMPLOYER SECTION SHOULD BE COMPLETED PRIOR TO INSTRUCTOR SECTION)

Academic Dept: _____ Course #: _____ Credits: _____
Dates of Course: _____ Work Hours/Week: _____
Dates of Employment (should match employer dates): From: _____ To: _____
Does the employment directly relate to the course requirements: Yes: _____ No: _____
Dept. Head/Instructor Name: _____ Signature: _____
Date: _____

3. COMPLETED BY EMPLOYER

Company Name: _____ **Contact Person:** _____

Contact Person Job Title: _____

Company Address: _____

Phone: _____ **Contact E-mail:** _____

Dates of Employment (should match section B): From: _____ **To:** _____

Job Title of Student: _____

Work Hrs/Week: _____ **Is this a paid position?** _____

Brief description of job or project:

Contact Person Name: _____ **Signature:** _____

Date: _____