BYU | INTERNATIONAL STUDENT & SCHOLAR SERVICES

INTERNSHIP COORDINATOR CPT VERIFICATION

To be completed by student

Given Name(s) _____ Family Name(s) _____

BYU ID Number _____ Major _____

Internship Coordinator Instructions

- **Government scrutiny of CPT continues to increase, and a student's lawful status can be negatively impacted by improper employment. Please provide the following information to assist us in determining if the training experience will meet the U.S. Department of Homeland Security's statutory requirements.**
- In order for the student named above to obtain approval for Curricular Practical Training (CPT), their proposed training must meet 8 CFR 214.2(f)(10)(i) governmental regulation requirements of being
  - "an integral part of an established curriculum" and
  - "directly related to the student's major area of study."
  - CPT can only be authorized when it is **truly integral to the program**. Only authorize CPT if its **absence would make the attainment of a degree an impossibility** and if the work associated with CPT is **required for all students pursuing that degree**.

CPT may be appropriate when:

- An internship, practicum, clinical experience, or similar practical training is a required component of the student's degree program.
- The credits associated with the CPT experience will actually apply toward graduation requirements, rather than simply being additional credits beyond what is required to earn the degree.
- **Important:** Enrolling in a course solely to obtain CPT authorization does not make the CPT eligible. If the student has already completed the credits required for their degree — including required electives — additional internship credits that do not contribute to remaining graduation requirements generally cannot support CPT.

To be completed only by internship coordinator

1. I verify the proposed internship meets the following criteria:
   - ☐ It is a required component of the student's degree program — truly integral to the curriculum, required for all students pursuing that degree, and without which, attainment of the degree would be impossible.
2. Attendant Internship Credit

   Select which box applies:
   - ☐ This internship is a required component of the student's degree but is not credit-bearing (uncommon; approved only for certain majors, e.g., student teaching).
   - ☐ This internship is credit-bearing. Complete the course information below.

   Internship Course number: _____ Course Title: _____
3. CPT Company Name: _____
4. Company Address: _____

5. Explanation of how CPT is directly related to student's major—limited to 250 characters:

(This will be entered into student's Department of Homeland Security SEVIS immigration record.)

6. Verification: I have read the internship offer letter and verify the proposed training:

- is an integral part of the student's curriculum and directly related to the major,
- is connected to academic credits genuinely required for the student to complete their degree (not credits beyond what's needed to graduate), and
- has a valid purpose in the student's program of study other than providing employment.

Printed Name	Signature	Date	Extension

Comments (Optional):

Student: To obtain CPT approval, upload this form into a Curricular Practical Training (CPT) Request E-Form found at https://ist.byu.edu and submit it to ISSS. Your CPT must show on a new Form I-20 to be approved.

Revised August 2026