



Colorado Heights University Curricular Practical Training (CPT) International Student Employment Request

Last Name: _____ First Name: _____

Student ID: _____ Telephone: _____ Date: _____

Degree: BA or MBA with emphasis in:
 Accounting Corporate Finance Health Care Management Environmental Management

Expected Graduation Date (semester and year): _____

CPT Course and Professor Name: (ex. IBS401 Peterson): _____

As an International student on an F-1 visa you must receive approval from the office of the Registrar for paid employment. In the case of Curricular Practical Training (CPT), approval requires a letter from a prospective employer with the following information:

1. Must be on company letterhead
2. Must specify full-time or part-time employment
3. Must give the Job title and a general description of duties
4. Must give the address where you'll be working
5. Must give a start and end date of employment
6. Must give supervisor/HR contact information to verify employment

Along with the attached letter, you must describe how the proposed employment will enhance and benefit your academic experience (use the back of the form if more space is required):

Student Signature: _____ Date: _____
(mm/dd/yyyy)

International Student Advisor: _____ Date: _____
(mm/dd/yyyy)