



WEST VIRGINIA STATE  
UNIVERSITY

Office of International Affairs (OIA)

Phone: (304) 204-4094 Email: [international@wvstateu.edu](mailto:international@wvstateu.edu)

Curricular Practical Training (CPT)-Employer Form

**Part 1: Student Information**

Family Name: \_\_\_\_\_ First and Middle Name \_\_\_\_\_

Email: \_\_\_\_\_ WVSU ID #: \_\_\_\_\_

Current Degree Level: \_\_\_\_\_ Major: \_\_\_\_\_ Expected Completion \_\_\_\_\_  
Semester/year

**Part II. Employment Information**

Date of Employment Begin: \_\_\_\_\_ End: \_\_\_\_\_

Number of hours student will work per week: \_\_\_\_\_ week: \_\_\_\_\_ Full-time; \_\_\_\_\_ Part-time  
(For immigration purposes, full-time is anything over 20 hours a week)

Please provide a complete description of the job or project the student will complete during this CPT period:

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**Part III: Employer Information:**

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

Company Address: (physical address) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Name of supervisor or contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once completed, please return this form to the student**