

CPT Checklist for Music 4260 and/or 4261 Application

IMPORTANT: Applications cannot be submitted or processed until the earliest date listed on our website for the upcoming semester. Please check the deadline also since no late applications can be accepted.

This part-time music CPT application is **only** for students applying for off-campus work authorization to play for area symphonies and individual performances that will be approved by the School of Music (Ms. Amy Smith for undergraduate students; Dr. Perry for graduate students). Students must have this CPT application approved before employment begins for any paid performance and/or rehearsals, must register for credit in **MUS 4260 or MUS 4261**, and must meet the CPT deadlines posted on our website.

If you are applying for CPT authorization for a full-time or part-time internship opportunity that is NOT based on enrollment in Music 4260 or 4261, please use the appropriate Undergraduate or Graduate CPT application form found on the IS website and follow those specific CPT instructions.

Enroll in credit hours for the upcoming CPT semester

Register for Music 4260 or 4261.

Complete registration (pay fees for upcoming CPT semester and confirm enrollment)

LSU Bursar Operations lists **the first day to register and pay fees** on their website, which is also shown on our CPT page as the date that processing will begin. Formal registration includes: course registration, payment of fees for the upcoming CPT semester, and official confirmation of enrollment through LSU Bursar / PAWS. The official processing period for CPT begins no earlier than the date fee bills are released for students who have formally registered for the upcoming CPT semester; actual CPT processing will not begin before that time and early applications will not be accepted. Formal registration **must** be completed and all required documentation **must** be submitted by the CPT deadline **before** processing can begin. *Please allow at least 10 business days for processing.*

Submit your CPT Application to IS (below) fully completed, with original signatures from student and advisor.

Include a copy of your current I-20 showing up-to-date and correct information. Make sure the major & level of study, source of funding (cannot be from CPT employment), and program completion date are accurate. To make any corrections to your I-20, you must submit a Green Sheet Form, and, if applicable, a Status Extension or Change of Program Level Form. You may submit these forms before or at the same time as submitting your CPT application; this will require an additional 10 days for processing.

Submit all your application materials to International Services, 101 Hatcher Hall before the CPT deadline listed on our website for the upcoming semester. NO EXCEPTIONS.

By the CPT deadline, all required documentation must be submitted and final registration must be completed (all fees must be paid for the upcoming CPT semester, and enrollment officially confirmed through LSU Bursar / PAWS). **Late or incomplete applications cannot be processed.** Allow at least 10 business days for processing before your requested start date, from the date we receive all materials. We cannot entertain requests for expedited service.

Note: You are not authorized to begin working unless and until this application is approved by our office and you have picked up your CPT authorization I-20 from International Services.

**PART-TIME CURRICULAR PRACTICAL TRAINING (CPT):
MUSIC STUDENTS REGISTERED IN MUSIC 4260 OR MUSIC 4261 ONLY**

The deadline for submitting your completed CPT application for the upcoming semester is **listed on our website**. You must submit your application to IS before this deadline in case additional information or documents are needed to process your application. All required documents and registration requirements must be submitted by this date.

ISO stamp

Please allow at least 10 business days for processing before your proposed employment start date. You must wait until you receive your approved CPT I-20 before you begin any off-campus employment.

A. General Information

LSU ID#: 89-_____

Name: _____
(last) (first) (middle)

B. Basis of CPT request

1. What major is this CPT request based upon?

Bachelor's Master's Doctorate in _____

2. Please indicate which course you have enrolled in for the upcoming CPT semester. **(If you are not enrolling in either of these courses, do not use this CPT application.)**

Music 4260 Music 4261

C. Period of CPT Employment:

Your upcoming semester part-time music CPT authorization will start after your previous CPT ends or from the date your application is processed, whichever is later. Your CPT must begin by the last date in the start date range on our website. CPT authorization cannot be back-dated and will not be authorized after the last allowed date.

Your upcoming semester part-time music CPT authorization will end on the last allowed end date – unless you are completing your degree in the upcoming CPT semester. If you will graduate at the end of the upcoming CPT semester, your CPT authorization will end on the official graduation date.

If you will register Degree-Only for the upcoming semester (no credit hours), you are not eligible for CPT.

Which semester will you graduate? _____ (semester and year)

D. Other Employment Information

1. Will you have an on-campus job or assistantship in the upcoming CPT semester?

Yes: _____ hours per week No

If yes, which department will you work for? _____

2. How many hours will you work off-campus while on CPT? _____ hours per week

Note: The combined total of hours worked per week may not exceed 20.

E. Course Enrollment While on CPT

- 1. Will you enroll in courses (excluding research hours) while on CPT? Yes No
If yes, how many coursework hours will you enroll in? _____ hours
- 2. *If you are a Graduate student:* will you enroll in thesis or dissertation research hours while on CPT?
 Yes: _____ research hours No

F. Required Signature: Academic or Graduate Advisor

I certify the information on this form to be true and correct. I approve of this student’s participation in Curricular Practical Training employment off-campus during the upcoming CPT semester for the purpose of playing with area symphonies and individual performances that will be approved by the School of Music (Ms. Amy Smith for undergraduate students; Dr. Perry for graduate students).

I certify that the CPT employment for which this student is applying is an integral part of an established curriculum for the course(s) Music 4260 and/or Music 4261.

Academic or Graduate Advisor’s name (printed)

Signature

Signature date

G. CPT Statement of Acknowledgement

To be completed by the F-1 student:

I, the undersigned F-1 student, understand that CPT employment authorization is temporary and is primarily for the purpose of fulfilling my curricular requirements. Any potential jobs or gigs playing with area symphonies and individual performances must be approved by the School of Music (Ms. Amy Smith for undergraduate students; Dr. Perry for graduate students). I am required to maintain enrollment in the course(s) mandating CPT during the period of authorized employment. I understand that if I do not fulfill necessary registration/enrollment requirements, LSU International Services (IS) must cancel my CPT authorization. I understand that failure to abide by the above conditions may result in the forfeiture of any future terms of CPT authorization and my lawful F-1 status.

By signing below, I acknowledge that I have carefully read and understood the CPT forms and instructions on the IS website at www.lsu.edu/iso. I have carefully reviewed my CPT application and certify that all information on it is true and correct. I will notify IS immediately of any changes to the terms or duration of my employment, or if I decide not to pursue this CPT employment this semester. I authorize that all information provided on this form, including any and all personal, financial, academic data and/or other data may be shared with LSU International Services – International Programs to facilitate the request. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement. (www.lsu.edu/privacy)

I understand that IS may cancel my CPT authorization at any time if it is determined that any information on or pertaining to my CPT application is false. I understand that my lawful F-1 status may be at risk in such cases. I will be informed by IS through my LSU email if my CPT is cancelled and whether the cancellation of my CPT will affect my F-1 status.

Student’s name (printed)

Student’s signature

Signature date