



**Your student holds F-1 visa status and is applying for employment authorization through practical training.**

Student Name: \_\_\_\_\_ Title of proposed job: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Brief description of job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SELECT ONE:

**A. This employment opportunity is an integral component of an internship course or other course for which employment will form the basis of a project or paper**

**OR**

The student is enrolled/will enroll in course number and title: \_\_\_\_\_

**B. This employment opportunity is part of the student's dissertation/thesis/project.**

The proposed work is directly related to the student's field of study, integral to the established department curriculum and essential for completion of the student's thesis/dissertation. The student **MUST** engage in this employment in order to obtain data, use equipment, etc., to successfully complete his/her thesis/dissertation.

**Additional information required:**

- This student has successfully completed preliminary/comprehensive exams or equivalent and is eligible to enroll in thesis/dissertation hours:  
Yes      No
- If IRB approval is required for the dissertation research that will be conducted through the proposed employment, the student has obtained/will obtain approval during this semester:  
Yes      No      N/A
- The student must enroll in thesis/dissertation hours during the semester/term of the employment. I, as faculty supervisor, will monitor and guide the student during the course of the employment. The student will enroll in \_\_\_\_\_ thesis/dissertation credit hours.

**OR**

**C. This employment opportunity is optional and not integral to the curriculum. Employment is related to the student's field of study but the student will not receive credit for the experience, nor is the work essential for the completion of the student's thesis/dissertation.**

The student should consider applying for optional rather than curricular employment authorization.

Submit all forms to the Designated Student Official (DSO), Irvin Clark, EdD, [iclark2@pc.fsu.edu](mailto:iclark2@pc.fsu.edu) (850) 770- 2101  
Office of the Dean • Holley A-311-C • 4750 Collegiate Drive • Panama City • Florida • 32405-1099



IMPORTANT NOTES:

- Employment cannot begin before the student has obtained authorization from the DSO. Work without authorization results in a termination of the student's immigration record.
- The DSO issues work authorization for no longer than one semester at a time and enrollment must be required along with work authorization. Continued employment, when necessary, requires a new application.
- Curricular Practical Training (CPT) can be granted in the defense semester only if the employment opportunity is essential for dissertation/thesis (Option B) and cannot extend beyond the dissertation/thesis defense date.

I confirm that the student's participation in the proposed work opportunity will not delay completion of the degree: \_\_\_\_\_ (initial).

Student's expected completion: (check one)      Fall                  Spring                  Summer \_\_\_\_\_ (year).

Dates of defense (if available): \_\_\_\_\_

Major Professor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Chair's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

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