



NEW ENGLAND CONSERVATORY

Studio Instruction: Required Studio Training Engagement

Documentation Form - Completed each semester, for every student.

Applies to all students enrolled in studio instruction, regardless of citizenship or immigration status.

As a required component of studio instruction, every student must complete on or off-campus performance, composition, or supervised-teaching engagements as prescribed by their department (see Studio Policies, Academic Catalog). This form documents the studio instructor's review of the engagement(s) satisfying that requirement for the semester indicated, or the plan for satisfying it if not yet arranged.

1. Student and Term

Student Name / ID	
Major / Program	
Studio Teacher	
Semester / Year	
This registration satisfies the studio performance requirement for Academic Year:	(e.g., "2026-27" — leave blank if this is an additional engagement in a year already satisfied; note that below in Section 5.)
Immigration Status (F-1 / other)	(For NEC internal tracking only — status does not affect whether the requirement applies.)

Note: only the first qualifying engagement in an academic year satisfies that year's requirement. If a student has a later engagement in the same year (for example, a second semester of CPT with a different employer), complete this form as usual but leave the Academic Year field above blank and note in Section 5 that the annual requirement was already satisfied.

2. Nature of Engagement (check all that apply)

- ☐ On-campus NEC-produced performance
- ☐ Off-campus performance

- ☐ Composition engagement
- ☐ Supervised music teaching (not private studio teaching)
- ☐ Other curricular engagement (describe below)

3. Engagement Details

For an on-campus engagement, complete only 3a below. For an off-campus engagement, complete only 3b.

3a. On-Campus Engagement

Venue / Ensemble	
Date(s)	
Description	

3b. Off-Campus Engagement

Complete this section in full for any off-campus engagement. A Cooperative Agreement must already be on file with this Host Organization before the engagement begins (contact the Office of Academic and Student Affairs if unsure or if this is a new organization).

Cooperative Agreement on File

Host Organization	
Cooperative Agreement Effective Date	

Placement Details

Position / Role	
Description of Duties	
Location / Venue	
Dates (start – end)	
Hours per week (max 20 while NEC classes are in session)	
Paid or Unpaid	
If paid, rate of pay	

Host Organization Confirmation

I confirm the duties described above are accurate and that I am authorized to sign on behalf of the Host Organization.

Signature	Date
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Name / Title (printed): _____

4. If this engagement involves paid, off-campus employment for a student in F-1 status

☐ This engagement requires Curricular Practical Training (CPT) authorization from the Office of Academic and Student Affairs before the student may begin work. CPT paperwork is attached / has been separately submitted.

CPT authorization is the work-authorization mechanism by which an F-1 student lawfully completes the same off-campus requirement that applies to every student in the program.

5. If a qualifying engagement has not yet been arranged for this semester

Describe the plan and expected timeline for the student to satisfy the requirement (e.g., NEC-produced performance date, off-campus opportunity in progress):

6. Faculty Attestation

I have reviewed this engagement (or, if pending, the plan above) and confirm that it satisfies, or is designed to satisfy, the required studio performance component described in Section 1, and that it is directly related to the student's major field of study. I understand this form will be forwarded to the Registrar and the Office of Academic and Student Affairs for completion tracking.

Signature	Date
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Faculty Name (printed): _____

For Office Use — Office of Academic and Student Affairs

- ☐ Requirement documented for transcript / completion record
- ☐ CPT authorization confirmed prior to work start (if applicable)
- ☐ Cooperative Agreement on file for this employer/venue (if off-campus and new sponsor)

Reviewed by: _____ Date: _____

Replaces the prior 'Approval for Curricular Practical Training' and 'Offer of Employment for CPT' forms. This is now the only form studio faculty and off-campus students need. Distributed by the Office of Academic and Student Affairs.



NEW ENGLAND CONSERVATORY

Student FAQ: Studio Training Requirement & CPT

Replaces the prior Student FAQ for Curricular Practical Training

What is the studio Training requirement?

All students enrolled in studio instruction, regardless of citizenship, must complete on or off-campus performance, composition, supervised-teaching, or other studio-instructor-approved engagements each academic year, as prescribed by your department. Your studio instructor documents your progress each semester on the [Studio Instruction: Required Training Engagement Documentation Form](#). This is a graduation requirement, not an elective opportunity.

What is Curricular Practical Training (CPT)?

If you satisfy the requirement above through paid, off-campus work and you are in F-1 status, you need CPT work authorization before you begin. CPT is the work-authorization mechanism that lets you legally complete the same requirement every student must complete - it is not a separate benefit. A DSO in the Office of Academic and Student Affairs must process your authorization through SEVIS before your employment starts, and it will show on your updated I-20.

How do I satisfy the requirement with an on-campus performance?

Talk to your studio instructor. They will complete the Documentation Form each semester noting the engagement and, once completed, mark the requirement satisfied for the academic year. No CPT or employer paperwork is involved.

How do I satisfy the requirement with an off-campus opportunity?

- Confirm with the Office of Academic and Student Affairs whether NEC already has a Cooperative Agreement on file with the employer or venue. Most established placements already have one; contact the office if you're not sure or if this is a new organization.
- Complete the off-campus section of the Documentation Form with your employer and studio instructor. This replaces the prior separate "offer letter" and "Request for CPT" forms and is the only placement-specific paperwork you need.
- If you're in F-1 status and the placement is paid, submit that form to the Office of Academic and Student Affairs at least one week before your start date so CPT authorization can be processed and added to your I-20 in time.

- If you're not in F-1 status, no additional work authorization is required — the form and your studio instructor's sign-off are sufficient.

What if my employer doesn't have a Cooperative Agreement with NEC yet?

Contact the Office of Academic and Student Affairs before you accept the placement. NEC needs to execute a Cooperative Agreement with the organization first - this is an institutional agreement, not something you or the employer can complete on your own. Placements should not begin, and CPT cannot be authorized, until that agreement is in place.

Who is eligible for CPT?

Undergraduates: F-1 status and good academic standing for 9 consecutive months (2 semesters). Graduate students: eligible immediately upon matriculation, provided they are in F-1 status and good academic standing.

How much can I work?

- Up to 20 hours per week while classes are in session; full-time only during official school breaks.
- CPT authorization is granted one semester and one employer at a time. A new form submission and authorization are required for each employer and each semester, even for an ongoing gig.
- You are not authorized to work beyond the expiration date on your I-20.

When should I apply?

As soon as you know you have a qualifying opportunity. The Office of Academic and Student Affairs cannot process incomplete paperwork and cannot backdate CPT — generally allow at least a week. You may not begin work until your updated I-20 shows the authorization.

I already started working — can I still apply?

Working without authorization violates your F-1 status. NEC is required to report F-1 violations through SEVIS, and unauthorized work can jeopardize your immigration status and eligibility for reinstatement. Always complete the Documentation Form and receive CPT authorization before you start.

Do I need authorization for volunteer work?

Possibly. Contact the Office of Academic and Student Affairs before beginning any volunteer activity connected to your field of study.