

International Student Service Center
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FACULTY'S RECOMMENDATION FORM
FOR CURRICULAR PRACTICAL TRAINING

(This form is to be used by Undergraduate Students Only)

The information requested is needed to comply with US Citizenship and Immigration Services (USCIS) regulations.

CPT is employment that is an integral part of an established curriculum. It is defined to be alternative work/study, internship, or cooperative education arranged with the approval of your program, or any type of required internship or practicum that is offered by sponsoring employers through cooperative agreements. CPT may take place during the academic year and/or in the summer session/s and MUST be undertaken prior to the completion of a course of study.

Student Completes this Section

Student Name: _____
 (Please Print) First Middle Last

EMPL ID: _____ Date of Birth ____/____/____
 Month Day Year

Telephone: _____ E-mail: _____

Major: _____

Previous Periods of Curricular Practical Training

<u>Company Name</u>	<u>Part-time or Full-time</u>	<u>Dates of CPT: Start Date and End Date</u> (Month/Day/Year)

Describe the Curricular Practical Training you are requesting:

Job Title: _____ Company Name: _____

Company Address: _____

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Telephone: _____ Supervisor's Email: _____

Dates of Proposed Curricular Practical Training: From _____ to: _____
(Please note: These dates **must match** the dates on the Employer's offer letter)

This training will be: _____ Full Time _____ Part Time (20 hours of work per week or less)
(Please indicate the total number of hours per week)

Student Signature: _____ Date: _____

Faculty Advisor Completes this Section

I anticipate that this student will complete all the requirements for their current program of study on or about: Fall: _____ Winter: _____ Spring: _____

Summer: _____ (Term 1) _____ (Term 2) _____

Please provide a brief explanation on why this particular Curricular Practical Training experience is integral to the student's academic program. How will this experience enhance the student's studies?
(This information will be entered into the student's SEVIS Record)

I certify that the Curricular Practical Training experience described above and in the employer's offer letter, is recommended for this student.

This Curricular Practical Training experience is: _____ a required part of the degree program.
_____ not required by the degree program but recommended for this student.

Internship course the student is expected to register for: _____

The student must register for a minimum of 1 college credit that reflects the CPT placement. The credit must be granted by the Academic Department for each semester of CPT placement, including the summer semester(s). Failure to meet this requirement is a violation of current immigration regulations; the CPT will then be cancelled, and the student will be out of status.

Advisor's Name: _____ Signature: _____
(Please Print)

Department: _____ Telephone: _____ Date: _____