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Center for Global Engagement

FACULTY RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

The information requested is needed to comply with US Citizenship and Immigration Services (USCIS) regulations. Curricular Practical Training (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. USCIS uses a broad definition of employment, therefore any activity for which a student receives a benefit, monetary or otherwise- even unpaid internships require CPT authorization.

STUDENT COMPLETES THIS SECTION

Student's Name: _____

Telephone _____ E-mail _____

Major _____

Previous Periods of Practical Training:

CPT Company Name	Part-time or Full-time	Dates of CPT

Dates of Proposed CPT:

From: _____ to: _____

This training will be: _____ Full Time _____ Part Time (20 hours of work per week or less)

Name of Employer: _____

Address of Employer: _____

FACULTY ADVISOR COMPLETES THIS SECTION

I anticipate that this student will complete all the requirements for his/her current program of study on or about: Fall/Spring/Summer of _____ year.

Please provide a brief explanation on why this particular CPT experience is integral to the student's academic program. How will this experience enhance the student's studies?

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

The CPT Experience is: (A)____ a required part of the degree program or the established curriculum in this department where work related experiences are required (e.g. student must participate in the training program in order to graduate).

(B) ___ not required by the degree program but recommended for this student.

Course/Class 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.

Faculty's Name _____ Signature _____

Department _____

Date _____ Telephone _____ Email _____