

2020 East Maple Street • North Canton, Ohio • 44720-3336

# F-1 Student Curriculum Practical Training (CPT) Recommendation

#### Academic or Faculty Advisors, Deans, & Graduate Coordinators of International Students

**Curricular Practical Training (CPT)** must be "an integral part of an established curriculum." Federal regulations define it as "alternate work/study, internship, co-operative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school". See 8 CFR§ Sec. 214.2(f)(10)(i)

## A student is eligible for CPT if:

- 1. Must be in valid F-1 status at the time of application and have been in full-time status for one academic year preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply after arriving in the U.S. and registering at ISS.
- 2. The work must be required by the degree program or earn credit towards the degree program.
  \*For Part-time CPT Student must be registered full-time (Undergraduate -12 credit hours; Graduate 9 credit hours). (\*you will need to pay for these credit hours)
  \*For Full-time CPT and for Summer CPT at least 1 credit hour (exception for the summer do not have to be registered for 1 credit hour as long as the academic advisor or graduate coordinator provides a letter explaining how the internship is integral to the student's degree program).
- 3. Must be authorized for CPT through the ISS office before beginning any employment.

## **Procedures to Apply:**

See an the Director of International Student Services during walk-in times or set up an appointment; for available times call 330.490.7105. You must bring the following documents:

- 1. Completed CPT request form
- 2. Original letter (on letterhead) from the employer describing the work to be performed, beginning and ending dates of the internship, and part time (less than 20 hours) or full time (more than 20 hours).
- 3. CPT can only be authorized for one academic semester. The student can renew their CPT for each academic semester.

\*Please Note - more than 12 months of full-time CPT will make the student ineligible for Optional Practical Training (OPT)

To be filled out by Student	STUDENT INFORMATION
Name:	_ SEVIS (I-20) #:
*Please Print First(Given) Last(Surname)	
Level of Study (UGRAD/GRAD): Major of Stu	ady:
This position will be:part-time (no more than 20 hours per week)	full-time
This position is authorized from to (MM/DD/YEAR)	(MM/DD/YEAR)
By signing below, I verify my eligibility for Curricular Practical Training (CPT) training, that the inter I understand that working without authorization constitutes illegal employment and will result in the te	nship/practicum is integral to my program of study, and that

2020 East Maple Street, North Canton, Ohio 442720 Phone: (330) 490-7105 Fax: (330) 244-4685 email: iss@walsh.edu



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#### To be filled out by Advisor

# **CPT RECOMMENDATION**

Your verification of the student's eligibility for CPT is required by our office to insure that we are in compliance with federal regulations. If you have questions, please phone Office of International Student Services at 330.490.7105. *Please check the appropriate item for the student's proposal:* 

 1. <u>Program Requirement</u> : The student is required to be engaged in the proposed internship by his/her degree program. <b>(*you will</b> <b>need to pay for these credit hours)</b>		
	Course title and number:	Number of credits:
 2. <u>Al</u>	ternate Course Major Requirement: The proposed internship is an <i>alternate requirement</i> of the degree prog	gram
	For Graduate Students only: Dissertation/Practicum or requires internship/fieldwork experience hours)	e (*you will need to pay for these credit
	Course title and number:	Number of credits:
 <ol> <li><u>Cooperative Education Requirements</u>: The proposed internship is facilitated through a cooperative education agreement/contract between Walsh University and the proposed employer; and is an integral part of the degree program.</li> </ol>		
	Course title and number:	Number of credits:
 4. <u>O</u> f	ptional Independent Study: (does not need to count as a course or creat The student's major department to be integral to the student's degra from the internship or employment opportunity. A letter from the graduate coordinator must accompany this form if this option coordinator must explain how the internship or employment opport making normal academic progress (i.e., will not delay graduation and immigration form I-20).	ee program views the experience gained student's academic advisor or is checked. In the letter, the advisor or tunity will not prevent the student from

By signing below, I indicate that I have verified the student's eligibility for Curricular Practical Training (CPT), and that the aforementioned information is true and correct to the best of my knowledge.

Name of advisor/graduate coordinator/Dean

Signature

Date

Department

Phone Number

Email