



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 Culture & Belonging.
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 – Student must be registered in at least 1 credit hour. You will need to pay for this credit hour.
*Summer CPT – Student does not have to be registered for credit hours 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 Culture & Belonging office before beginning any employment.

Procedures to Apply:

See the Director of Culture & Belonging during walk-in times or set up an appointment; for available times call 330.490.7155.

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).

STUDENT INFORMATION

To Be Filled Out By Student

Name: _____ SEVIS (I-20) #: NO _____

*Please Print: First (Given) _____ Last (Surname) _____

This position will be: part-time (No more than 20 hours per week) full-time (More than 20 hours per week)

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 internship/practicum is integral to my program of study, and that I understand that working without authorization constitutes illegal employment and will result in the termination of my F-1 status.

Signature: _____

Date: _____

CULTURE & BELONGING

**CPT RECOMMENDATION****To Be Filled Out By Advisor**

Your verification of the student's eligibility for CPT is required by our office to ensure that we are in compliance with federal regulations. If you have questions, please phone the Office of Culture & Belonging at 330.490.7155.

Please check the appropriate item for the student's proposal:

1. Program Requirement:

The student is required to be engaged in the proposed internship by his/her degree program.

***You will need to pay for these credit hours.**

Course Title and Number: _____ Number of Credits: _____

2. Alternate Course Major Requirement:

The proposed internship is an *alternate requirement* of the degree program.

Course Title and Number: _____ Number of Credits: _____

3. Cooperative Education Requirements:

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.

Course Title and Number: _____ Number of Credits: _____

4. Optional Independent Study (no course/credit) will help with off campus work experience.

The student's employment must be integral to the student's degree program and be viewed as experience gained from the internship or employment opportunity. **A letter from the student's academic advisor or graduate coordinator must accompany this form if this option is checked.** In the letter, the advisor or coordinator must explain how the internship or employment opportunity will not prevent the student from making normal academic progress (i.e., will not delay graduation and result in the need to extend the student's immigration Form I-20).

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

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