



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

**Academic or Faculty Advisors & 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 – 8 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 Study: \_\_\_\_\_

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 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: \_\_\_\_\_



**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. Program Requirement:  
The student is required to be engaged in the proposed internship by his/her degree program.  
Course title and number: \_\_\_\_\_ Number of credits: \_\_\_\_\_.
  
- \_\_\_\_\_ 2. Alternate Course Major Requirement:  
The proposed internship is an *alternate requirement* of the degree program  
  
*For Graduate Students only:*  
Dissertation/Thesis requires internship/fieldwork experience  
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:  
The experience to be gained from the internship is viewed by the student’s major department to be integral to the student’s degree program. **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 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	Signature	Date
Department	Phone Number	Email