

¥ You must have maintained your status for at least one academic year, or are engaged in graduate work that includes immediate practical training.

¥ The experience must meet an academic objective in one of the following ways:

1. The experience is required of all students to complete graduation requirements.
2. The experience is not required to complete graduation requirements but is an integral part of the student's curriculum and pursuant to a course with a formal practical training component such as an

# Page 2: CPT Recommendation Form, Part 1

Completed by Experiential Learning Specialist or Academic Advisor

Please complete this form to help the ILLFH determine whether the proposed practical training activity meets federal regulations for CPT authorization.

See Page 1 of the application Eligibility Criteria for Curricular Practical Training (CPT).

# Page 3: CPT Recommendation Form, Part 2

Completed by Experiential Learning Specialist or Academic Advisor

Student Surname/Primary Name

First/Given Name

## Part 2.A. CPT is a REQUIRED part of the program

Please attach a description for the course in which the student is registered. It must clearly indicate practical training as a required component to successfully complete the course and fulfill a program requirement.

If CPT is required to complete a dissertation, meaning the work is an integral part of the research and without it the student will be unable to complete the degree requirement, please attach a letter on official letterhead explaining how this practical training is integral to the student's dissertation. Examples may include, but are not limited to, having access to technology only available to a particular company or research facility, that the training involves collecting data essential for completing the dissertation, etc.

The work cannot be simply related to the dissertation. If it cannot be considered integral to the research, it does not qualify for CPT as part of a required program.

As the Experiential Learning Specialist or Academic Advisor, I hereby certify that I have read the offer letter and consider the practical training described in that letter as necessary to fulfill a degree requirement. If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT was a required part of the student's academic program and objectives.

## Part 2.B. CPT is a NON-REQUIRED part of the program

Please attach a copy of the description for the course in which the student is registered. It must clearly indicate practical training as a formal component to successfully complete the course, which is an integral part of the student's curriculum.

Please attach either a letter on official letterhead or other official documentation (not just a course syllabus) explaining the student's specific learning objectives and how this opportunity will enhance their academic studies.

## Page 4: CPT Information for Supervisors

Several offices at the university help international students obtain CPT authorization. It is also essential to the process that students and potential employers work together, not only to maintain the integrity of the student's immigration status, but also to ensure that laws are not compromised.

Students, give this information to your supervisor prior to applying for CPT. This is important information for your supervisor to have.