

**Curricular Practical Training (CPT) Advisor Recommendation Form**

This form should be completed by the Academic Advisor, Practicum Course Instructor or the Career Center Staff, if applicable. Students will upload the completed form to the CPT Request in the ISSS Student Portal.

**Students may not begin employment until the CPT has been approved in SEVIS and a new I-20 has been issued.**

**Student & Course Information**

<b>Student's Name:</b>	<b>Student's CWID:</b>
<b>Term &amp; Year:</b>	<b>Course Number/Section:</b>

Please confirm that the offer letter meets the following requirements before submitting:

- Includes student name, company name and address, and physical work address, if different from employer main address or remote
- Student's title
- A brief internship description
- The number of hours per week to be worked
- Start and end dates of the internship (within the semester dates)
- The letter must be on company's letterhead and signed by its author
- If the employment is hybrid or remote, the letter must clearly state whether you are working in a hybrid mode or fully remotely

\*Offer letters that do not meet these requirements will require the student to obtain a new offer letter and will delay the issuance of the I-20.\*

Explain how this experience relates to the student's field of study and serves an academic purpose (for CPT, this must be more than helping with getting employment after degree completion):

PhD students only: I confirm that the CPT experience is related to the student's field of study, is required for the student's thesis/dissertation, and will not delay the completion of the student's thesis/dissertation. The employer understands that this work will be incorporated as a part of the student's thesis/dissertation research.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I have reviewed the job description and responsibilities of the proposed CPT employment position and confirm they are directly related to the student's major of study and are an integral part of the student's major coursework. I confirm that the student has a cumulative GPA of at least 3.0 (or 2.0 for undergraduates) and the student is making normal progress towards graduation.

I understand that CPT should be used only to meet degree requirements in the student's program of study, and it is not meant to be a convenient employment opportunity.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Faculty Email: \_\_\_\_\_