

Curricular Practical Training (CPT) Advisor Recommendation Form



This form should be completed by the Academic Advisor, Internship Instructor or the Career Center Staff, if applicable. Students will upload the completed form to the CPT Application on the ISSS Intranet Site.

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

Student & Course Information	
Student's Name:	
Student's CWID:	Course Number/Section:
Term & Year:	Number of Credits (current term):

The offer letter meets the following requirements:

___ Is on company letterhead and includes the employer's name and company's address

___ Includes the student's name

___ Includes statement of job offer and number of working hours per week

___ Includes a start in the future and end date of employment is within the semester dates

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: _____