

# CGE CPT Recommendation Form

To be completed by the *Faculty Supervisor* and returned to the CGE (drawer 202)

## SECTION A

*Faculty Supervisor* Name \_\_\_\_\_

*CPT Student* Name \_\_\_\_\_

*CPT Student* Major \_\_\_\_\_

I, the *Faculty Supervisor*, have met with the above *CPT Student* and recommend Curricular Practical Training at

*Training Entity* Name \_\_\_\_\_

*Training Entity* Address \_\_\_\_\_

The *CPT Dates* are authorized from (mm/dd/yy) \_\_\_\_\_ to \_\_\_\_\_

## The position is

Please note that it is not recommended to work more than 20 CPT hours per week while school is in session unless it is a part of a structured program.

- Part-time (no more than 20 hours per week)
- Full-time (20+ hours per week)

## SECTION B

I verify that the employment meets each of the following criteria, which are CPT requirements (initial each statement)

- [ ] Is directly related to the *CPT Student's* declared major
- [ ] Designed and structured to enhance the *CPT Student's* educational program
- [ ] Is endorsed and will be monitored by me, the *Faculty Supervisor*

## SECTION C

In completing this curricular employment opportunity, the *CPT Student...* (choose at least one by initialing the box)

1. [ ] Is meeting a *requirement for their declared major*.<sup>1</sup>
  - Please describe the requirement \_\_\_\_\_
2. [ ] Is meeting a *graduation requirement* and will receive 1-3 credits for the course \_\_\_\_\_ (include course number and department).<sup>1</sup>
  - Please describe the requirement \_\_\_\_\_
3. [ ] Is completing a requirement for the following domestic, off-campus program: \_\_\_\_\_

*Faculty Supervisor* Signature \_\_\_\_\_ Date Signed (mm/dd/yy) \_\_\_\_\_

*Faculty Supervisor's* Department \_\_\_\_\_

CGE Signature \_\_\_\_\_ Date Signed (mm/dd/yy) \_\_\_\_\_

## CPT Description

\_\_\_\_\_

<sup>1</sup> Please note that it may be necessary to complete additional paperwork, such as the Internship Petition\*, with the Registrar's office in order to receive credit or fulfill requirements through an internship or employment opportunity.

Curricular Practical Training (CPT) is practical training authorization to allow F-1 students to accept short-term off-campus internship or employment opportunities that are (1) “an integral part of an established curriculum,” and (2) directly related to the student’s declared major. F-1 students who do not have proper authorization are never allowed to engage in off-campus employment. This one-page form must be completed as part of a student’s CPT application; however it is important to note that CPT has not been approved until the student has a new Form I-20 with the CPT approval noted on the second page.

### Understanding this Form

SECTION A of the CGE CPT Recommendation Form describes the basics of the employment opportunity and should be completed by the Faculty Supervisor; all parts of SECTION A must be completed.

- *Faculty Supervisor:* This must be someone from the department of the student’s declared major who is familiar with the field and who can confirm the three statements listed in SECTION C.
- *CPT Student:* Only F-1 students may apply for CPT. If there are questions about a student’s eligibility, please see an International Student Adviser in the CGE.
- *Training Entity:* This is the company or organization that is offering the off-campus internship or employment opportunity.
- *CPT Dates:* These are the dates for which CPT is recommended. Once approved, employment of any kind outside of these dates is not permitted.
- *Part-Time/Full-Time:* CPT must be requested/recommended as either part-time (<20 hours) or full-time (20+ hours).

SECTION B of this form asks the *Faculty Supervisor* to confirm three statements regarding the CPT recommendation for the *CPT Student*.

- Students cannot do CPT without official declaration of their major.
- Practical training means that the internship/work experience should enhance the student’s connections to or understanding of at least some areas of the major field.
- The level of monitoring will vary depending on the internship/work experience, but should include confirmation that the student has completed any expectations set forth for the selected option(s) from SECTION B. In completing this form, the institution is entering into a “cooperative agreement” for the *CPT Student’s* practical training with the *Training Entity*.

SECTION C of this form explains the way in which this internship or employment opportunity is *curricular*. A minimum of one option in SECTION C must be selected.

1. Some majors, for example the Business & Non-Profit Management major, have an internship requirement as part of the major requirement. If this is the case for the student’s declared major, this is a potential option.\*
2. All students must meet the minimum credit requirement to graduate and credit-bearing internship/field experience credits count towards that graduation requirement. Most majors have a 381/481 internship/field experience course.\*
3. Some off-campus programs, such as The Washington Center, require an internship. For programs outside of the U.S., CPT is not required for an internship experience, but the program leader should be contacted regarding other regulations pertaining to internships/work experiences.\*

### \*Internship Petition

Some internships or work experiences may require the completion of an Internship Petition, available through the Registrar’s office, so that the work opportunity can be accurately reflected on the *CPT Student’s* transcript. If a student is doing options 1 or 2 in SECTION C, then they must have a completed Internship Petition to accompany the CGE CPT Recommendation Form; this Internship Petition must be turned in to the Registrar’s Office.