

CPT Form 1 Academic Advisor Recommendation Form

Curricular practical training (CPT), employment which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for one academic year. To be considered CPT, the work must be related to the major field of study and be an important part of studies.

CPT must have a valid purpose in the student's program of study. If the primary goal in the proposed work experience is not academic, CPT should not be recommended. Carefully review the information provided by the student and the offer letter from the employer.

International office needs your assistance to complete the following information so our office may determine if this meets the requirements of Department of Homeland Security. Please contact the international office for any questions: Email: amaffeo@stfrancis.edu

Part I: To be completed by student

Company Name		
Number of hours per week (Full-time/Part-time)		
Address of employer (Street, City, State, Zip Code)		
How is this internship or employment related to the a	academic program?	
I understand that as long as I am in F-1 status I am international advisor of any change in my address		
Student Signature:		
Part II: To be completed by Academic Advisor	Month Day Year	
Approved Dates of Training Program: from	to	
Course Title for this Training	Course Number	
Number for Credits for the Employment	During which Semester	
Criteria used for Grade in Course (exams, reports)		
Instructor		
Number of Credits Remaining to Graduate / Month Day Year	Expected Graduation Date	
I certify that this internship is (please check ONE of the required to complete the student's degree required for report, thesis, or dissertation an integral part of established curriculum (i.e., earn program)	•	

If none of the above applies, the student should discuss options other than CPT with an international advisor

Important:

- 1. If all degree requirements are already met, the student is not eligible for CPT.
- 2. Student must register for this class during the semester in which the employment takes place, failure to complete the course will affect the student's nonimmigrant status and future benefits from USCIS.
- 3. Pursuit of CPT should not delay the student's completion of studies. CPT is not meant to be a convenient employment opportunity nor is it meant to be a device to save optional practical training months. CPT must have a valid purpose in the student's program of study.

Printed name of Academic Advisor	Signature of Academic Advisor
Date:/	Phone number extension: