

TO: All Academic Advisers

FROM: Thomas E. Grouling, Ph.D.
Adviser to Foreign Students & Scholars

RE: Curricular Practical Training (CPT)
Academic Adviser Recommendation Letter

An international student who has been in F-1 status for an academic year (Fall and Spring semester) may be eligible for Curricular Practical Training (CPT).

CPT is most often defined as an internship or cooperative education in a job related to the student's field of studies. It should be required for a program of study, such as pharmacy experience, or an important part of a specific course.

To obtain CPT employment authorization, the student must have a letter from the academic adviser or faculty member stating how the job is related to the student's studies and either why it is essential or at least how it is beneficial to the student's program of study.

We recommend that faculty advisers review the job description from the employer, discuss the proposed employment with the student, and write a letter of recommendation if it is deemed appropriate. The letter may then be given to the student or sent to the International Center.

Should you have any questions, please contact Dr. Grouling or Jami Demuth at x2084.

(Feb., 2004)