



The City University of New York

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**INTERNATIONAL STUDENT SERVICE CENTER**

**FACULTY'S RECOMMENDATION FORM**  
**FOR CURRICULAR PRACTICAL TRAINING**  
*(This form is to be used by Undergraduate Students Only)*

The information requested is needed to comply with US Citizenship and Immigration Services (USCIS) regulations.

CPT is employment that is an integral part of an established curriculum. It is defined to be alternative work/study, internship, or cooperative education arranged with the approval of your program, or any type of required internship or practicum that is offered by sponsoring employers through cooperative agreements.

CPT may take place during the academic year and/or in the summer session/s and MUST be undertaken prior to the completion of a course of study. USCIS uses a broad definition of employment, therefore any activity for which a student receives a benefit, monetary or otherwise – even unpaid internships require CPT authorization.

**Student Completes this Section**

Student Name: \_\_\_\_\_  
(Please Print)      First                                      Middle                                      Last

SS#: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Major: \_\_\_\_\_

**Previous Periods of Practical Training:**

Curricular Practical Training Company Name	Part-time or Full-time	<u>Dates of CPT</u>

Dates of Proposed Curricular Practical Training: From \_\_\_\_\_ to: \_\_\_\_\_  
**(Please Note these Dates must match the Dates on the Employer's offer letter)**

This training will be: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time (20 hours of work per week or less)  
**(Please indicate the total number of hours per week)**

Name of Employer: \_\_\_\_\_

Complete Mailing Address of Employer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Faculty Advisor Completes this Section**

I anticipate that this student will complete all the requirements for their current program of study on or about: Fall: \_\_\_\_\_ Winter: \_\_\_\_\_ Spring: \_\_\_\_\_

Summer: \_\_\_\_\_ (Term 1) \_\_\_\_\_ (Term 2) \_\_\_\_\_

Please provide a brief explanation on why this particular Curricular Practical Training Experience is Integral to the student's academic program. How will this experience enhance the student's studies?  
**(Please Note: This information will be entered into the student's SEVIS Record)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the Curricular Practical Training Experience described above and in the employer's offer letter, is recommended for this student.

This Curricular Practical Training Experience is: \_\_\_\_\_ a required part of the degree program.  
\_\_\_\_\_ not required by the degree program but recommended for this student.

Internship course the Student is expected to register for: \_\_\_\_\_

The student must register for a minimum of 1 college credit that reflects the CPT placement. The credit must be granted by the academic department for each semester of CPT placement, including the summer semester(s). Failure to meet this requirement is a violation of current immigration regulations; the CPT will then be cancelled, and the student will be out of status.

\_\_\_\_\_  
(Please Print) Faculty's Name

\_\_\_\_\_  
Signature

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_