

ACADEMIC ADVISOR RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

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 at least nine consecutive months. To be considered CPT, the work must not only be related to the major field of study but must also be an integral or important part 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 (the other practical training type) months. CPT must have a valid purpose in the student's program of study.**

There are two types of curricular practical training: (1) required part of program- program requires employment in the field of study to graduate and (2) optional part of program- training opportunity which is credit bearing and an important and an integral part of the academic program. Very few programs at Pacific Union College require employment in the field of study to graduate, so the optional part of Curricular Practical Training may serve the student's needs.

To be completed by the Academic Advisor or the Dean of the School-not the student.

Student's Name

Student's PUC ID #

Student's Major

Number of Credits to Graduate

Student's Completion Date

Please specify which credit bearing class the student will enroll for during this internship (CPT) and which quarter(s) the student will be enrolled for such class:

Subject

CRN #

Course #

Quarter

Number of Units

Grade Criteria

Name of Employer

Title of Position

Location of Employment (Physical Address)

Numbers of Hours per Week

Dates of Employment:

From

To

Description of Job Duties:

If the student has not completed coursework, how is the internship or employment an integral part of the established curriculum of the academic program? Please explain.

If the student has completed all coursework, is the employment providing research data directly related to the student's thesis/dissertation? Please explain.

CPT is not meant to be a convenient employment opportunity nor is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student's program of study. I understand that the student could have serious legal implications (including deportation) if the information provided above is not true.

Signature of Academic Advisor/ Dean

Typed/Printed Name of Advisor

Campus Telephone #

Campus Address

CPT Instructions for International Students

Please return this signed form, your current (valid I-20), and a letter from the CPT employer on official letterhead to Student Services for processing. You should not start work until you documents are processed and you have a new I-20 with a CPT endorsement.

The letter from the employer must state the name of the internship, the dates of employment, and a brief description of the job duties. The letter (or letterhead) should contain the physical address of the business where the CPT will take place.