Section I: Student Information
Student’s name: ___________________________ Student ID: ________________
Major course of study: __________________________________ Circle Degree: BA BS
Student’s expected graduation date: _______________ Student’s Program End Date on I-20: __________

Section II: Certification by Advisor
International students studying in the United States on an F-1 visa may be authorized for off-campus work experience (paid or un-paid) through Curricular Practical Training (CPT). This training is designed to allow F-1 students work experience prior to graduation through jobs, internships, or training related to their field of study. US Federal Regulations recognize two types of Curricular Practical Training:

- Training that is required of all students by the established curriculum, but may or may not require academic credit.
- Training that is in an integral, but not required, part of the curriculum which provides academic credit. An example of this is an internship that a student chooses to pursue, but it is not mandatory for all students of that major.

As the student’s academic advisor, your role is to confirm that the student’s proposed work experience has a connection to his/her major and to the curriculum of your department. This certification will become a part of the student’s file and inform our decision to authorize the student’s off-campus employment under Curricular Practical Training. Employment of any kind without a Designated School Official’s authorization is grounds for an immediate termination of a student’s status and permission to study in the US. Your student and I thank you for your assistance. Please call Hope Newcomer, Assistant Director of International Student Programs (ext. 2284) with any questions.

Please select one of the following options:

_____ 1. REQUIRED: This confirms that the student’s proposed work experience is required of all students in the curriculum of this department. Attached is a copy of the description that verifies the practicum requirement.

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>Course Title:</th>
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</thead>
<tbody>
<tr>
<td>Credits:</td>
<td>Term: Fall J-term Spring Summer</td>
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</table>

_____ 2. NOT REQUIRED: This confirms that the student’s proposed work experience is not required of all graduates of this program. However, we consider this credit-bearing internship opportunity to be an integral part of the curriculum and academic experience.

Advisor’s Signature: ___________________________ Date: ________________
Advisor’s Name (Print): ___________________________ Department: ________________

Section III: Registration Verification by Joy Fea, Internship Program Coordinator, Career and Professional Development Center. (This section must be completed if Section II, # 2 is marked.)

This student is registered for the internship course.

<table>
<thead>
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</tr>
</thead>
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</table>

Internship Program Coordinator’s Signature: ___________________________ Date: ________________

To the student: Bring this completed form, with all appropriate signatures and your completed CPT application, to your CPT appointment with Hope Newcomer, DSO. Remember to check the International Student Programs and Career and Professional Development Center’s websites for the semester’s deadlines for applications.

Updated August 2016