

Academic Advisor's CPT Recommendation Form

To Recommend F-1 Student for

CURRICULAR PRACTICAL TRAINING

Academic or Department Advisor should

1. Review student's job offer letter
2. Indicate below whether job is appropriate for CPT purposes
3. Sign below where indicated & prepare a letter detailing how the employment is related to the degree

Student will bring **employment offer letter** AND this **completed Academic Advisor's Form & Academic Advisor's letter** to the International Student & Scholar Services Office to obtain an I-20 with government authorization for paid CPT/employment.

Student completes questions #1 through 9.

1. CUNYFIRST ID# _____
2. Student's Name _____
(Family Name) (Given Name)
3. Email: _____
4. Cell Phone: Area Code: _____ Phone#: _____
5. ☐—Yes ☐—No -This is my **FIRST** SEMESTER at City College?
6. ☐—Yes ☐—No -This is my **FINAL** SEMESTER at City College?
7. ☐—Undergraduate ☐—Graduate ☐— Doctorate
8. Major: _____
9. Check the period(s) below for which you are requesting CPT.
☐—Fall Semester: Part-Time employment only, from date on job offer letter until 12/21/16
☐—January Intersession: Employment 12/22/16 to 01/29/17 ☐ - Full-time ☐ Part-time
☐—Spring Semester: Part-time employment only, from date on job offer letter until 05/26/17
☐—Summer Employment: 05/27/17 through 08/24/17 ☐ - Full-time ☐ Part-time

Dear Academic Advisor,

Current Immigration Service regulations permit non-immigrant international students in F-1 student status to participate in Curricular Practical Training (CPT). CPT is an internship that is paid employment during the student's course of study.

USCIS mandates that CPT must be an **integral** component of the student's course of study.

Regulations require that students participating in internships or other curricular-related employment activities must demonstrate that the job offer is clearly related to a particular course, thesis, project or report that is a mandatory requirement in the student's academic major. The student will present the academic or department advisor with an **employment offer letter on company stationery (address is mandatory)** with the following components:

1. Position title
2. Duties
3. Employment beginning date
4. Whether the position is full-time or part-time

This employment is recommended by the student's academic advisor as being closely related to the student's major course of study.

Due to stricter enforcement of the Curricular Practical Training (CPT), we are now asking that students provide our office with a written authorization from their academic advisor/dean or chair detailing how the employment is related to the degree. All Ph.D. students must meet with an international student advisor prior to applying.

Check One: ☐—YES ☐—NO Based upon the job-offer letter that the student will present to you with this form, do you agree that this employment is closely related to the student's current academic major, or more specifically, to a particular course, thesis, topic, report or project?

Check One: ☐—YES ☐—NO Do you recommend the student's participation in the proposed employment?

PRINT Advisor's Name **X** Advisor's Signature Tel: _____
Advisor's Telephone Ext. Date

Office Use Only: Enrolled F/T for ☐ Spring 20____ ☐ Fall 20____ GPA: _____

CURRICULAR PRACTICAL TRAINING

APPLICATION PROCEDURE

1. Obtain a written employment offer on company stationery (company's name and address is mandatory) with the following details.
 - a. **Job title**
 - b. **Duties**
 - c. **Date to begin employment**
 - d. **Whether the internship employment is part-time or full-time.**

NOTE: CPT is limited to 20 hours per week while classes are in session. Full-time CPT is possible during the January and summer vacation periods, when classes are not in session.

2. Obtain written authorization from their advisor/dean or chair detailing how the employment is related to the degree.
3. Obtain an academic advisor's signature on the **Academic Advisor's CPT Recommendation Form**. [*Academic Advisor's CPT Recommendation Form* is on the back of this sheet.]
4. CPT is authorized for one semester at a time and authorization must be renewed each semester with a new or updated employment letter, written authorization from an academic advisor and a new academic advisor signature for each semester of CPT.

ELIGIBILITY

1. Students must be in lawful F-1 non-immigrant status.
2. Eligible students have a Form I-20 issued by The City College of New York
3. Full-time enrollment in a City College degree program is required at time of CPT application
4. Bachelor's and Master's students must have been in F-1 status for at least nine months before being able to participate in CPT.
5. A student's F-1 file in the *Office of International Students* must contain up-to-date photocopies of the immigration and passport documents, including an I-94 stamped or labeled "F-1 D/S"
6. Must be in good academic standing; 2.00 for undergraduates, 3.00 for graduate students
7. Must demonstrate good academic standing with at least one semester of graded coursework at City College. Students may NOT apply for CPT their first semester at City College.
8. Students on medical leave of absence may resume employment eligibility upon return to school and full course enrollment
9. As with all F-1 employment, (except Post-Completion OPT), CPT employment is limited to 20 hours per week while school is in session, and full-time during breaks and the annual summer vacation.
10. The CPT employment as described in the job offer letter must be directly related to the student's major area of study.

CURRICULAR PRACTICAL TRAINING (CPT)

- CPT must be related to your major and the experience must be part of your program of study.
- Your DSO will provide you a new I-20 "Certificate of Eligibility for Nonimmigrant Student Status," that shows that the DSO has approved you for this employment
- You can work on CPT either full-time or part-time
- CPT requires a signed cooperative agreement or a letter from your employer.
- If you have 12 months or more of full-time CPT, you are NOT eligible for OPT, but part-time CPT is fine and will not stop you from doing OPT

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