

Recommendation Form for Curricular Practical Training (CPT)

Current United States Citizenship and Immigration Services 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 or unpaid 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.

A student is eligible to request CPT if they meet the following criteria:

- Full time enrollment in a CCNY degree program
- Must have completed a minimum of one academic year in valid F-1 student status
- Must be in good academic standing: 2.00 for undergraduates, 3.00 for graduates
- Must not be the student's first semester at CCNY
- There is a signed cooperative agreement between CCNY and the employer **or**;
 - o Student is registered for course credit earned based on the completion of the CPT **or**;
 - o Fieldwork and/or internship is a documented requirement of the degree program **or**;
 - o Registered in the current semester in a course that is directly related to the internship

Failure to meet any one (1) of the above criteria will result in a denial of the CPT request.

SECTION 1: Student

Dear Student:

Please provide your department advisor with the necessary information for completing the Section 2 of the CPT application. The CPT application is a two-step application: one section is completed by you, the student, and the other is completed by your department advisor.

CUNYFIRST ID: _____

Name: _____

Email: _____

Phone: _____

Undergraduate

Major: _____

Graduate

First semester at CCNY? ___ Yes ___ No

Doctorate

Last semester at CCNY? ___ Yes ___ No

Please indicate the semester for which you are requesting CPT:

Fall Semester: Part-time employment only (20 hours or less per week)

January Intersession: () Full time () Part time

Spring Semester: Part-time employment only (20 hours or less per week)

Summer () Full time () Part time

Please attach the employment offer letter. The letter must be on company letterhead and include the address for the site and dates of employment, name of your immediate supervisor, contact information and a description of duties.

SECTION 2: Academic Advisor

Dear Academic Advisor,

Before filling out this form, please request a copy of the job description and offer letter to verify its relation to the student's course of study.

Please check one:

- This CPT includes a cooperative agreement between CCNY and the employer. I have attached a copy of the agreement to this form.
- The fieldwork/ internship requirement is documented in the published course requirements
- The student is registered in the current semester for a course directly related to the internship

Course code: _____ Number of credits: _____

- The student is registered for a course for credit that will be earned upon completion of CPT.

Course code: _____ Number of credits: _____

Due to stricter enforcement of the Curricular Practical Training (CPT), by the U.S. Citizenship and Immigration Services, we ask that CPT requests include a written statement from the academic advisor/dean or chair detailing how the employment is related to the degree. Please add your statement below:

Name: _____ Email: _____

Ext: _____ Date: _____

Signature: _____