



Curricular Practical Training (CPT) Application
Academic Advisor Recommendation Form

Students are required to meet with International Student and Scholar Services (ISSS) prior to enrolling in an internship course or a course with an internship component and complete the Curricular Practical Training (CPT) application. A student may not begin an internship prior to CPT authorization from the ISSS office. Participating in an internship before the authorization dates is considered a violation of the student's status and will result in the Termination of the student's immigration status for Unauthorized Employment, requiring the student's immediate departure from the US.

SECTION A (to be completed by student)

UIW Student ID# \_\_\_\_\_ Name per Passport: \_\_\_\_\_
(Family/Last Name) (First Name) (Middle Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

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SECTION B (to be completed in full by Academic or Faculty Advisor, please see attached CPT Policy sheet)

Has the student completed all degree requirements? Y \_\_\_ N \_\_\_ Is the student in good academic standing? Y \_\_\_ N \_\_\_

Proposed internship start date: \_\_\_\_\_ end date: \_\_\_\_\_ (no earlier than start of semester & ending no later than last day of semester)
mm/dd/yyyy mm/dd/yyyy

Name of internship employer: \_\_\_\_\_

Address of internship employer: \_\_\_\_\_

The internship position is offered as: (select one) \_\_\_ Part Time(20 hours or less per week) \_\_\_ Full Time\*(20+ hours a week)
\*NOTE: Full -Time internships are only permissible during the Summer term.

Select one option below describing the purpose of the internship:

\_\_\_ The internship is a required and established part of the degree program
Course number: \_\_\_\_\_ Course title: \_\_\_\_\_ Number of credit hours: \_\_\_\_\_

\_\_\_ The internship is not required, but academic credit will count toward the degree requirements.
Course number: \_\_\_\_\_ Course title: \_\_\_\_\_ Number of credit hours: \_\_\_\_\_

\_\_\_ The student has finished all formal coursework requirement, and is currently in thesis or dissertation hours. The data obtained from the internship will be published in student's thesis or dissertation. Please provide supplemental letter describing the relationship between the internship and the student's research.

I attest that I have completed the above information in full, and hereby recommend that the student be work-authorized for the off-campus internship described on this form. The course has an establish specific course objective that the student will be expected to achieve during the internship, such as completing the course with a written report, weekly conferences, oral presentation, and/or employer's reports. There is an understanding between the employer and the department regarding the course objectives, and an understanding that the internship will be completed in satisfaction of degree requirements at the University the Incarnate Word.

If you have any additional comments, please feel free to include on an additional page.

Advisor Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Department & Title \_\_\_\_\_

Date \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

# Template for Employers' CPT (Curricular Practical Training) Offer Letter

***Note to Employers:*** Students will receive a new Form I-20 once the student is approved for CPT, with the name, location and dates of the employment/internship offer. The student should submit the new I-20 to your Human Resources department before the students begins employment.

CPT applications are not considered complete until an original Employment offer letter is submitted, please see the template below. Acceptable letters must be on company letterhead with original signature and all information detailed below.

## LETTERHEAD

Company X

Location

Contact Information

Month Day, 20XX

Student's full legal name

Address of Student

Dear **(Student)**:

This is to confirm that **(Company X)** is offering you a **(full-time/part-time)** internship of **(20 hours or more per week/20 hours of less per week)** as an **(student's position title)** from **(date) to (date)**. This internship will serve as "curricular practical training" (CPT) directly related to your field of study, **(student's field of study)**, at the University of the Incarnate Word.

The goals and objectives of your internship with us will be practical experience in **(list of objectives and duties)**. It is my understanding that this internship is an integral part of your academic program.

The location of your internship will be **(Exact address student will be reporting to for above stated position)**.

Your internship supervisor will be **(Full Name and title of student's direct supervisor)**. His address and telephone numbers appears on our letterhead/are **(Include complete contact information of supervisor)**

On behalf of the entire crew, I welcome you to **(Company X)**.

Sincerely,

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