

Carnegie Mellon University

Office of International Education

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 Phone: (412) 268-5231 • Email: oiie@andrew.cmu.edu • Web: www.cmu.edu/oiie

CPT Academic Advisor Recommendation Form

Student Information:

List Academic Department:	AndrewID:
Surname/Family Name:	Given/First Name:

Academic Advisor or Authorized Department Personnel Information (completed by department advisor/personnel -ONLY)

Curricular Practical Training (CPT) is employment authorization for work that is an integral part of the established curriculum. Unless required for all students in the program, students must be enrolled in a credit-bearing course that requires employment (such as an internship, practicum or co-op course). That course must earn credit towards the degree, must have faculty oversight and must be directly related to the field of study. Carefully review the information provided by the student on this recommendation form, and the offer letter from the employer. **If the employment is part of the curriculum for this student's academic program AND the job is directly related to the major/field of study and you approve this request, complete the form below and return it to the student to submit to OIE online through their MyOIE Portal.**

*Students often have great opportunities for employment related to the field that are not specifically tied to or an integral part of the curriculum. These valuable employment experiences that are related to, **but not part of**, the curriculum may be possible through Optional Practical Training (OPT) rather than CPT. If you have any questions about whether the employment opportunity being presented qualifies for CPT, call an OIE advisor with questions at 412-268-5231 or email oiie@andrew.cmu.edu.

NOTE: If all degree requirements have been met, students are not eligible for CPT. Master's and PhD students who have completed all required coursework excluding the thesis or dissertation may be authorized for CPT.

THIS SECTION MUST BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR OR DEPARTMENT COORDINATOR, NOT BY THE STUDENT. In order to comply with federal regulations governing institutions that host students in F-1 status, confirm ONE of the following (A or B):

A) This internship/practicum is part of the established curriculum, for which the student will receive academic credit towards their degree (minimum of 3 units REQUIRED), & in this student's major field of study – this course is NOT required by the program.

Course Number:	Course Title:
After completion of the course, this student will earn _____ units towards their degree during the (Fall/Spring/Summer) _____ Semester	

-OR-

B) This internship/practicum is a REQUIRED component for every student in this degree program and the student will be enrolled in the following academic course:

Course Number:	Course Title:
After completion of the course, this student will earn _____ units towards their degree during the (Fall/Spring/Summer) _____ Semester	

The department representative/faculty member listed here will monitor the students' progress/providing academic oversight during the internship:

1: Department Representative/Faculty Member Name and Title: _____

2: The student is expected to complete all requirements for the degree in (Fall/Spring/Summer): _____ **20**

3: The student will receive the degree of (BA/BS/MA/MS/PhD): _____ in the field/major of (field of study): _____

Check the below box ONLY for master's/PhD students who are working on their thesis/dissertation.

*Students who have completed all course requirements may only receive CPT authorization if the employment is required for the student to collect data/engage in research for the thesis or dissertation. **Students in this situation typically receive 1-2 semesters of CPT authorization maximum.**

I certify that this student has completed all course requirements and employment authorization **is required** for student to collect data/engage in research for the thesis or dissertation. ***Students must also submit a letter from the entity where required collection of data and/or research is taking place confirming the above.***

NOTE: Providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

Name, title & email address of the advisor, dean, or department head who completed the above information:

(Academic Advisor Name)	(Title)	(Email)
Academic Advisor Signature:		Date: