

Carnegie Mellon University

Office of International Education

5000 Forbes Avenue, Cyert Hall, Suite 101, Pittsburgh, PA 15213

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

CPT Academic Advisor Recommendation Form

Please Type or Print:

Student Name/Andrew ID: _____ Semester for CPT: _____

The Student's Academic Advisor or other Authorized Department Personnel should complete the form based on the information below.

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.) The course must earn credit toward the degree and have faculty oversight. The internship must be directly related to the student's major.

If an internship or practicum is part of the curriculum for this student's academic program AND the job is directly related to the major and you approve this request, complete the form below and return it to the student to submit to OIE online through their MyOIE Portal.

**Note: 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 may be possible through Optional Practical Training (OPT) rather than CPT. If you have any questions about whether the employment opportunity 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.

Graduate students who have completed all required coursework excluding thesis or dissertation may be eligible for CPT. See details below.

THIS SECTION MUST BE COMPLETED AND SIGNED BY THE ACADEMIC ADVISOR OR AUTHORIZED DEPARTMENT PERSONNEL FOR THE ABOVE-NAMED STUDENT.

Academic Dept/Degree: _____ Expected Completion date (mm/yy): _____

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 (minimum of 3 units) toward their degree:

Course Number: _____	Number of Units: _____	Course Title: _____
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Check box if the course registration is coded for the [summer internship calendar](#) ☐

-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: _____	Number of Units: _____	Course Title: _____
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Check box if the course registration is coded for the [summer internship calendar](#) ☐

The following pertains to graduate students who have completed all coursework and require work authorization for data collection or research for their thesis/dissertation.

Per regulations, students who have completed all course requirements may receive CPT authorization only 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.**

☐ Check box to 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 submit a letter confirming the nature of the employment from the entity where required collection of data and/or research will take place.**

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 and email address of the advisor, dean, or authorized department personnel who completed this form:

Printed Name: _____ Email: _____

Signature: _____ Date: _____