

International Services

CURRICULAR PRACTICAL TRAINING CERTIFICATION FORM

NOTE: Please read this information before signing the form.

Definition of Curricular Practical Training (CPT)

CPT is "an integral part of an established curriculum." It allows a lawful F-1 student to engage in "alternate work/study, internship, cooperative education or any other type of required internship or practicum experience in their field of study." A student may receive wages for this experience.

Eligibility Requirements

* Undergraduate students must complete one year as full-time students before they become eligible for Curricular Practical Training.
* Graduate students are eligible whenever it is part of their program of study.
* Students may engage in CPT part time or full time, renewable each semester. However, if the student completes twelve (12) months or more of CPT, s/he will NOT be eligible for Optional Practical Training.
* CPT must be separately authorized each semester.
* A student may engage in Curricular Practical Training only after obtaining permission from the

school PDSO.

Instructions for Academic Advisors Certifying Curricular Practical Training

1. Student must submit a copy of letter from the proposed employer to the Academic Advisor and the PDSO. This letter must include the following information:

* Place of employment
* Location
* Job description
* Number of hours per week
* The beginning and ending dates of employment

1. Advisor must complete and sign this form. When listing the goals and objectives as well as how the experience relates to the student's field of study, please be specific.
2. Submit completed form, student course registration, and offer letter to the school PDSO.

SECTION A: *To be completed by student*

BU ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SECTION B: *To be completed by academic advisor*

Last Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The proposed Curricular Practical Training experience is an "integral part of an established curriculum" because it is:

Required in the student's curriculum Required to complete a course Recommended in the student's curriculum Recommended course requirement

Please list the course or courses that require the CPT experience:\_\_\_\_\_\_\_\_\_\_\_ What are the goals and objectives of the proposed Curricular Practical Training experience? (Be specific)

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How does the proposed experience relate to the student's major field of study? (Be specific)

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Academic Advisor’s signature

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PDSO/DSO Approval