

Curricular Practical Training

Before a student can be authorized to receive Curricular Practical Training (CPT) they must obtain and present the following to the Designated School Official (DSO):

- 1) Letter to the dean, chairperson, or academic advisor (on letterhead) from a company/organization that will employ them with the following information:
 - Name and address of the company where the student will actually do the CPT
 - Objectives of their work *
 - Dates of employment and hours per week stated
 - Name of the student's prospective supervisor or contact person for the University
- 2) Letter from the dean, chairperson, or faculty advisor to the DSO stating the following:
 - The CPT class/capstone/practicum is an integral part of the student's program
 - This CPT provides an experiential piece that meets the course objectives
 - Course number as stated in the catalog
 - Number of units the student will receive for the CPT project
 - Name of the faculty member assigned as Advisor for the project
- 3) Registration receipt for the course/capstone

OR

- 1) As stated above in number 1
- 2) Letter from the dean/chairperson or faculty advisor to the DSO which states the rationale for student working as it relates to the curriculum and to the purpose to that which is stated the graduate catalog.

*If the objectives of the student's CPT are not stated in the letter, the Advisor must have phone/email verification of the objectives which will meet with his/her approval and this must be stated then to the DSO in the Advisor's letter.

NOTE: Students who are doing CPT after completion of their regular course requirements must work full time (anything more than 20 hours per week is considered full time by immigration).

If a student has 20 hours or less of employment for their CPT, then the student must enroll in additional coursework in order to maintain full-time status.

12/2011