



Recommendation Form for CPT – Part 1

Section I – (To Be Completed by the Students)	
Name _____ Last Name	_____ First Name
NMSU ID Number _____	
Current Major: _____	
Current Degree Level: <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate	
Previous Practical Training (CPT or OPT)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes,	
Dates of Curricular Practical Training _____	Dates of Optional Practical Training _____
Describe your proposed CPT employment _____	
Name of Employer _____	
Address _____	
CPT start date _____ end date _____	
Employment will be	
<input type="checkbox"/> Full-Time (more than 20 hours per week)	<input type="checkbox"/> Part-Time (20 hours per week)

Section II – (To Be Completed by the Faculty Advisor)
Introduction The student above wishes to apply for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an integral part of an established curriculum and is directly related to the student's major area of study. The goal of CPT must be to advance the student in his/her academic program in a specific and definable way. <i>Note: Employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT. CPT may not delay completion of the student's academic program. CPT is not allowed in the final term unless it is a requirement for all students in the degree program. This requirement should be clearly indicated in the University catalog or on departmental informational materials (such as website, syllabi, etc.)</i>





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Section II – (To Be Completed by the Faculty Advisor) - *Continued...*

The following information helps us determine whether the proposed practical training activity meets the US Department of Homeland Security requirements for CPT authorization. If you have questions, please contact ISSS at iss@nmsu.edu or 575-646-2834

- Has the student completed his/her coursework? Yes No
(If yes and the student is a PhD or Master's student, then you must also complete part 2 of this form)
- Credits Remaining to Graduate _____
- Anticipated Degree Completion Date _____

Choose One:

- As the student's faculty advisor, I certify that this CPT is a required part of the program, i.e. the program requires all students to have practical work experience in the field of study.

**** Attach documentation showing that this practical training is a requirement for all students enrolled in the academic program.****

- As the student's faculty advisor, I certify that this CPT is a **non-required** part of the student's program. **(Choose one below)**
- The student is interested in pursuing the practical training opportunity through the Co-op/Internship Program administered by Aggie Career Services (Garcia Center, room 224). The student should contact Career Services for further assistance (hireNMSU@nmsu.edu, 575-646-1631). ****Go To Section V****
 - The practical training opportunity is an integral part of the student's curriculum and pursuant to a course with a formal practical training component.
****Complete Section III****

Section III - (To Be Completed by the Faculty Advisor)

Approved CPT Course _____

Number of credits _____

Semester student enrolled in course _____

Name of Employer _____

Student's Job Title _____





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Section III – (To Be Completed by the Faculty Advisor) - *Continued...*

I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge all of the above information is accurate.

Signature

Typed/Printed Name

Academic Department

Position Title

Campus Telephone Number

E-mail

Today's Date

Section IV – (To Be Completed by ISSS)

The student meets the F-1 regulatory requirements to qualify for CPT. However, CPT authorization is contingent upon final review and approval by Aggie Career Services and ISSS to determine whether the training opportunity meets the regulatory curricular requirement and university standards for co-op/intern programs.

ISSS Advisor

Date





Recommendation Form for CPT – Part 2

Section V - (To Be Completed by the Faculty Advisor)

For PhD and Master's students working on Dissertation or Thesis

Faculty Advisor: please complete this part if you answered “yes” to the question “Has the student completed his/her coursework?” on Part 1.

Student's Name _____ AGGIE ID # _____

In order to qualify for CPT as a PhD or Master's student working on their dissertation/thesis, the work must yield data which is necessary to complete the student's dissertation/thesis. Please note that the work cannot simply be RELATED to the dissertation/thesis; it must be an INTEGRAL part of the research for the student's dissertation/thesis.

Please attach a letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student's dissertation/thesis. Examples may include (but are not limited to): the student's dissertation/thesis involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation/thesis, etc.

Note: If the work cannot be considered an integral part of the research, but is related to the student's course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Student and Scholar Services office. Be aware that OPT processing by USCIS may take up to 5 months for approval.

I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge all of the above information is accurate.

Signature

Typed/Printed Name

Academic Department

Position Title

Campus Telephone Number

Email

Today's Date

*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the ISSS office. The letter may be required by U.S. Citizenship & Immigration Services in the future (i.e. during any future OPT or H1-B application process).

