



Recommendation for Curricular Practical Training (CPT)

Students:

CPT authorization allows a 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. **Students please follow this path for CPT approval:**

1. Student will fill out first page of CPT form.
2. Ask your Academic Advisor to fill out pages 2,3,4 of CPT form.
3. Submit form to ISSS office for approval. ISSS will complete page 5.
4. ISSS will route completed forms to Office of Experiential learning for final approval.

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.)

TO BE COMPLETED BY THE STUDENT:

First name: _____

Last name: _____

NMSU Aggie ID #: _____

Current degree level:

NMSU Email: _____

Associate's

Current Major:

Bachelor's

Master's

Proposed CPT start date:

Doctorate

Proposed CPT end date:

Previous Practical Training (CPT or OPT)?

No Yes

If Yes, please list dates of your *previous* Curricular Practical Training (CPT) or Optional Practical Training (OPT):

***Note for Masters or PhD students: ISSS recommends that you keep the original letter your advisor provides 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).**



Recommendation for Curricular Practical Training(CPT)-Continued

Academic Advisors:

CPT authorization allows a 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.

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.)

The following information that you provide helps ISSS 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.

TO BE COMPLETED BY ACADEMIC ADVISOR:

Choose only one option and fill out student related CPT information below:

Option 1, check box:

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. The practical training opportunity is an integral part of the student's curriculum and pursuant to a course with a formal practical training component.

****If choosing option 1, submit documentation showing that this practical training is a requirement for all students enrolled in the academic program. Eg: The requirement should be clearly indicated in the University catalog or on departmental informational materials (such as website, syllabi, etc) ****

Option 2, check box:

As the student's faculty advisor, I certify that this CPT is a **non-required** part of the student's program.

The student is interested in pursuing the practical training opportunity through the Co-op/Internship Program administered by Office of Experiential Learning (Garcia Center, room 224). The CPT is directly related to the student's major area of study and the CPT will advance the student in his/her academic program in a specific and definable way.

The student should contact the Office of Experiential Learning for further assistance (coop@nmsu.edu, 575-646-1631).

Fill out this next section:

Approved CPT course: _____

Semester student enrolled in course: _____

Student's job title: _____

Will student be engaging in CPT part time or full time?

Part time= less than 20 hours per week
 Full time= more than 20 hours per week

Part time Full time

Name of employer: _____

Academic Advisor: after making your selection and filling out the necessary information above, proceed to the Certification field on page 3.

**** Please note, if you are approving CPT for a Masters or PhD student student working on their dissertation or thesis, you will also need to fill out page 4.**



Recommendation for Curricular Practical Training(CPT)-Continued

TO BE COMPLETED BY ACADEMIC ADVISOR:

Note to Academic Advisor approving this application:

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on F-1 visa may be authorized to participate in a practical training program to engage in temporary employment to gain practical experience in his or her field of study. Curricular Practical Training (CPT) must be an integral part of an established curriculum, and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Eligible students can be either paid or unpaid through CPT.

Since CPT is not convenient employment, but an integral part of an established curriculum, it is for the Academic Chairs/Advisors/Graduate Program Directors to decide if a job offer qualifies for CPT and how many semesters/sessions a student may be approved to participate in a CPT program for his/her curriculum. ISSS staff is required by law to certify under penalty of perjury the student's eligibility for employment authorization in SEVIS in order to approve the student to engage in CPT. We therefore rely upon your careful evaluation of the student's employment letter and the curricular information and will only grant CPT authorization on SEVIS based on your academic approval.

Certification

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 program of study and is directly related to the student's major area of study and will advance the student's academic program in specific and definable way to the best of my knowledge all of the above information is accurate.

**Academic
 Advisor
 name:** _____

**Academic
 Advisor's
 signature:** _____

**Academic
 department:** _____

Date: _____

**** Academic Advisor: please note, if you are approving CPT for a Masters or PhD student working on their dissertation or thesis, you will also need to fill out page 4.**



Recommendation for Curricular Practical Training(CPT)-Continued

TO BE COMPLETED BY ACADEMIC ADVISOR:

For Masters and PhD students working on Dissertation or Thesis

Part 1:

Student name: _____

Student Aggie ID #: _____

Has the student completed his/her coursework? No Yes

(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: _____

Part 2-Required letter:

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.

Academic Advisor
 name: _____
 Print _____

Academic
 Department &
 Position Title: _____

Academic Advisor
 signature: _____

_____ Date: _____

Student and Faculty Advisor, after filling out the necessary CPT forms, please send the form to International Student and Scholar Services for approval. Send by email iss@nmsu.edu or mail to: International Student and Scholar Services, New Mexico State University, MSC 3567, PO Box 30001, Las Cruces, NM 88003



Recommendation for Curricular Practical Training(CPT)-Continued

TO BE COMPLETED BY ISSS FOR APPROVAL OF CPT:

Student name: _____

Student Aggie ID: _____

Student SEVIS #: _____

Academic Advisor and department:

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

ISSS Advisor name: _____

Date: _____