

Academic/Department Chair/Faculty Advisor Recommendation Form for CPT

This form must be completed by an Academic/Department Chair/Faculty Advisor. Once completed, please return form to student, not the Office of International Affairs.

To make the CPT an integral part of the established curriculum, the student must be enrolled for a course specifically designated for the CPT. It is the student's responsibility to register for, pay for, and complete the course.

Student's Name _____ UMID # _____

College _____ Degree _____ Major _____

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.

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 students' academic program. CPT is not allowed in the final term unless it is required for the degree program or the student is fulfilling other required coursework/credits.

Please complete the following information to help OIA advisors determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization. Call 313.583.6600 if you have questions.

Has the student completed his/her coursework?

If the student has no courses remaining to complete their degree, they are not eligible for CPT and should consider OPT post-graduation.

Credits Remaining to Graduate ____ Anticipated Academic Program Completion Date _____

Approved CPT course _____

Number of course Credits ____ Semester student will be enrolled in course _____

As the student's advisor, 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 of Advisor

Typed/Printed Name of Advisor

Title of Advisor

Date