

Recommendation for Curricular Practical Training (CPT)

International students in F-1 visa status can participate in Curricular Practical Training (CPT), designed to allow students to gain work experience prior to graduation in internships or employment-related activities relevant to their field of study. Two types of curricular practical training may be authorized:

1. Training that is required of all students by the established curriculum.
2. Training that is integral but not a required part of the curriculum. This reason type should be used with caution. **CPT is not meant to facilitate the creation of employment opportunities for F-1 students.**

The student's proposed work experience must be certified as being an integral part of the curriculum and directly related to the student's program of study before it can be authorized. This certification will remain in the student's file. Please contact Nusha Shishegar, International Student Advisor, at (909) 607-8586 or nshishegar@kgi.edu if you have any questions.

Completed by Student:

Student Name: _____

Brief Description of Duties. Indicate how this work opportunity is directly related to your degree/curriculum:

Job title: _____

Start Date: _____ End Date of CPT: _____
(mm/dd/yy) (mm/dd/yy)

Hours Per Week (select one): Part-time (20 hours or less) OR Full-time (21+ hours)

Name of Company (daily work site): _____

Address of Company (daily work site): _____
Street Number & Name, City, State, Zip code

Name of Staffing/Hiring Agency (if applicable): _____

Address of Staffing/Hiring Agency (if applicable): _____
Street Number & Name, City, State, Zip code

Completed by KGI Faculty Advisor, Associate Dean or Dean:

I have discussed the above named student's employment opportunity with the student and have determined that it meets the guidelines for curricular practical training as follows:

REQUIRED (please select one):

- The proposed employment is required of all students by the established curriculum
- While the proposed employment it is not required, we consider this training opportunity to be an integral part of the curriculum.

Signature

Print Name

Title

Date

Please return completed form to your International Student Advisor in person or via email. You must receive your new I-20 showing CPT authorization **before** you can begin employment. **DO NOT WORK WITHOUT AUTHORIZATION.**