

Curricular Practical Training (CPT) Recommendation Form

Part I: To be completed by the student.

To request authorization for Curricular Practical Training, submit the following documents to the [CPT Request Portal](#).

- Completed CPT Recommendation Form
- Job offer letter
 - o Must state: start and end dates of internship, company name and address, full-time or part-time internship
- Printout showing your enrollment in the internship course.
- STEM and Business students** must also submit a completed *YSU Professional Practice Agreement*
 - o **STEM** – Sherri Hrusovski, Office of STEM Professional Services, Moser Hall, Room 2055, 330-941-2912
 - o **Business** (undergrad only) – Christina Costello, Center for Career Management, Williamson, Room 1119, 330-941-1884

Personal Information

Family Name: _____ First Name: _____ Y Number: _____

Date of birth (mm/dd/yyyy): _____ Passport Expiration (mm/dd/yyyy): _____

U.S. Address: _____
(Street # and Name) (City) (State & Zip Code)

Employer Information

Employer (Company) Name: _____

Internship Start Date: _____ Internship End Date: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Full-time (more than 20 hours per week) OR Part-time (20 hours or less)

Employer Street Address (no P.O. Box): _____

(City) (State) (Zip Code)

CHECK ONE: The work: IS IS NOT directly related to my major field of study/degree program.

Student Signature: _____ Date: _____

Advisor Recommendation for Curricular Practical Training

Part II: To be completed by the student's Academic Advisor or Dean:

Curricular Practical Training is work permission for F-1 students which is intended to provide practical work experience in situations where the work serves as an integral part of a student's academic program. All work during CPT must be directly related to the student's major field of study. Indicate the student's eligibility by checking one of the three options below. Return this form to the student.

NOTE: Students often have great opportunities for employment related to the field that are not specifically tied to or an integral part of the curriculum. These valuable employment experiences that are related to, but not part of, the curriculum are possible when a student engages in Optional Practical Training (OPT) rather than CPT. If you have any questions about whether the employment opportunity being presented qualifies for CPT, please call IPO at 330-941-2336.

This internship/practicum is an integral part of the established curriculum in this student's major field of study. The work is directly related to the student's major field of study.

The student will be enrolled in an academic course **for which he/she will receive academic credit:**

Course Number: _____ Course Title: _____

Student will earn _____ credits during the Summer Fall Spring semester.

This internship/practicum is based on a degree requirement. All students in this program are required to complete an internship to fulfill the degree requirements. The work is directly related to the student's major field of study.

The employment is necessary for the student's thesis or research project. Please attach a letter detailing how the proposed employment is essential for the development of the research project or thesis. The work is directly related to the student's major field of study.

(Printed name of Academic Advisor)

(Signature of Academic Advisor)

(Telephone Number and/or email address)

(Date)