

To: Academic Advisor

From: Office of International Education and Services

Re: Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a benefit (not an entitlement) by which an international student in Nonimmigrant Student (F-1) status may be authorized to accept off-campus employment that fulfills an academic component of his/her program. This practical training can be paid or unpaid, but must be an integral part of an established curriculum and must be 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. CPT employment may not delay completion of the academic program. For CPT that is required, the academic program mandates practical work experience in the field of study to graduate. For CPT that is a degree required elective, the practical work experience is for credit and directly related to the field of study. Employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT.

By completing and signing the academic advisor's letter (template provided on page 2), you, in your capacity as this student's academic advisor or authorized departmental representative, are attesting to the fact that the practical training is an integral part of the student's curriculum. We appreciate your assistance in providing all of the necessary information.

No employment will be authorized if any items are missing in the letter. The letter must either be produced on Southeast Missouri State University and/or Departmental letterhead or emailed directly from the advisor's Southeast email address to dso@semo.edu or to the email of one of the Designated School Officials in the Office of International Education and Services.

Thank you,

Office of International Education and Services

Date

To the Office of International Education and Services:

This letter is to certify that **(Name of Student)** is enrolled in **(Name of Class)** for the **(Indicate Semester)** semester. **(Name of the Academic Department)** requires that all students enrolled in this class engage in employment for **(Length Of Time)** and that the nature of the employment is directly related to the student's major. The training is directly related to the student's major (not minor) field of study because **(Provide Reason)**. Credit from **(Name Of Class)** will apply directly to the overall credits needed for the student's degree as a **mandatory required class/degree elective**.

Sincerely,

(Advisor's Signature)

Advisor's Name

Title