

Curricular Practical Training Recommendation Form

Revised: 04/27/2014

Before completing this form, students must read the information found on the Curricular Practical Training Instructions form, and consult with the International Programs for information regarding immigration regulations for Curricular Practical Training. **Employment cannot begin until the CPT application is approved by the International Programs.**

This form must be completed by both the student and the academic advisor.

To Be Completed by Academic Advisor

Student's Last Name: _____ Student's First Name: _____

Student's ASU ID Number: _____

Student's Degree: _____ Student's Major: _____

Expected Date of Graduation: _____

Please list the Name and Course Number of the 3 credit hour internship _____

Please check the circle that correlates with the employment of the student

- () This proposed employment is a **mandatory requirement** to complete graduation requirements for the program of study the student is seeking at ASU.
- () This proposed employment is considered an **integral part of the established curriculum of the student's program of study**, that while not required for graduation, is considered very relevant to the program of study.

If this type of work is not required for graduation, please explain how it is an integral part of the established curriculum of the students program of study, or how it meets the student's academic objective:

**Arkansas State University
International Programs**

Name of the Company and Employer: _____

Address of the Employer: _____

Job Title of the Student: _____

Dates of Employment: _____ **Number of Hours Work Per Week:** _____

Description of Duties: _____

Name of Academic Advisor: _____

Signature of Academic Advisor: _____ **Date:** _____

To Be Completed by Student

List all periods of previously authorized employment for practical training (if applicable)

Curricular Practical Training

Example: Full Time, Jan/1/2009-Jan/1/2010

Optional Practical Training

Example: Part Time, Jan/1/2008-May/1/2008

Signature of Student: _____ **Date:** _____