Curricular Practical Training (CPT) is a type of off-campus employment authorization that enables F-1 students to take part in an internship, Co-op, field placement, practicum, or work/service experience that is integral to the curriculum of the student’s degree program.

Note: The U.S. Citizenship & Immigration Service (USCIS) defines employment as any type of service for which a benefit, including academic credit, is received. Therefore, even if a student will not be getting paid, s/he should obtain CPT authorization before commencing an internship, Co-Op, practicum or field placement.

The form below should be completed and signed by an academic advisor. Then, the student should deliver it to ISSS, Talbert Hall 210. Note: This form alone does not grant off-campus work authorization.

I am writing to recommend ________________________________ (student’s name) for Curricular Practical Training (CPT) work authorization. The student’s UB person number is ________________________.

The proposed CPT is necessary for ________________________________ (student) to participate in a (circle one) practicum, internship, field placement, Co-Op, service experience or other (please specify: ____________________________) that is integral to the established curriculum of the ________________________________ (degree program and major).

The student will be registered for ________________________________ (course name and number / section) during the ________________ semester for this work experience and will earn ____________________ (#) of credits.

I certify that the above information is correct, that the work experience is integral to the curriculum and that I recommend this student for practical training.

________________________________________
Academic Advisor’s Name (print)

________________________________________
Academic Advisor’s Signature

I certify that this student meets the eligibility requirements for CPT.

________________________________________
ISSS Staff Signature
NOTE: This form must be completed by Career Services

CURRICULAR PRACTICAL TRAINING RECOMMENDATION FORM

Curricular Practical Training (CPT) is a type of off-campus employment authorization that enables F-1 students to take part in an internship, Co-op, field placement, practicum, or work / service experience that is integral to the curriculum of the student's degree program.

NOTE: The U.S. Citizenship & Immigration Service (USCIS) defines employment as any type of service for which a benefit, including academic credit, is received. Therefore, even if a student will not be getting paid, s/he should obtain CPT authorization before commencing an internship, Co-Op, practicum or field placement.

The form below must be completed and signed by a Career Services staff member. Then, the student should deliver it to ISSS, Talbert Hall 210. Note: This form alone does not grant off-campus work authorization.

I am writing to recommend _____________________________________ (student's name) for Curricular Practical Training (CPT) work authorization. The student's UB person number is ______________________.

The employer is ______________________________________ (name of employer). The student will be working at __________________________________________________________ (employer's street address, city, state and zip code).

The dates of employment will be from __________________ (beginning date) to __________________ (ending date). The student is expected to work __________________ (# of hours) per week during this time.

Note: Students may not work more than 20 hours per week during the semester. Full-time employment (more than 20 hours per week) is only possible during summer or winter break.

I certify that the above information is correct and that I recommend this student for practical training.

______________________________  
Name (print)  

______________________________  
Signature  

This form must be returned to ISSS, Talbert Hall 210. Upon approval, a new I-20 authorizing CPT employment will be issued. Standard processing time is 5-7 business days.