

Curricular Practical Training Recommendation Form

Revised: 06/05/2019

Before completing this form, students must read the information found on the Curricular Practical Training Instructions page on A-State's website, 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 Student

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

Student's A-State ID Number: _____

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

Expected Date of Graduation: _____

Please bring your offer letter with the following information:

- 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

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: _____

**Arkansas State University
International Programs**

To Be Completed by Advisor

Please list the Name and Course Number of the 1 or 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 A-State. For example, a clinical for health professions.

- () 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 relevant to the program of study. While not required, it could be considered helpful to gain experience by conducting hands-on work in field of major. Such as an accounting student working with a CPA during the tax preparation season.

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:

Name of Academic Advisor: _____

Signature of Academic Advisor: _____ Date: _____