STUDENT LIFE
INTERNATIONAL CENTER
UNIVERSITY OF MICHIGAN

Academic/Faculty Advisor Recommendation Form for CPT - Part 1

This form must be completed by an Academic/Faculty Advisor. Part 1 may be completed alternatively by a Student Services Staff Member. Once completed, please return form to student, not the International Center.

Student's Name _____ UMID # _____
Last First

School or College _____ Degree _____ Major _____

The student above wishes to apply for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an ***integral*** part of an established curriculum and is 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.

Note: employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT. CPT may not delay completion of the student's academic program. Please note that non-required CPT is only allowed in your final term if you are also registered for other courses which are required for the completion of your academic program.

Please complete the following information to help us determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization. Call 734-764-9310 if you have questions.

- Has the student completed his/her coursework? ☐ yes ☐ no
  (If yes and the student is a PhD candidate, you must also complete Part 3 of this form)
- Credits Remaining to Graduate (including DISS-CAND 995) _____
- Anticipated Academic Program Completion Date _____

Check one:

☐ As the student's advisor, I certify that this CPT is a **required** part of the program, i.e. the program **requires** all students to have practical work experience in the field of study.

☐ As the student's advisor, I certify that this CPT is a **non-required** part of the student's program. It is an integral part of the student's curriculum and pursuant to a course with a formal practical training component.

To make the CPT an integral part of the established curriculum, the student must be enrolled for a course specifically designated for this CPT. **It is the student's responsibility to register for, pay for, and complete the course.**

Registrar's Office Approved CPT Course_____

Number of Course Credits _____ Semester student will be enrolled in course _____

Name of Employer _____ Position Title _____

As the student's Academic Advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge, all of the above information is accurate.

_____ _____
Signature of Advisor Typed/Printed Name of Advisor

_____ _____
Uniqname of Advisor Advisor Position Title

_____ _____
Campus Telephone Number Today's date

1500 Student Activities Building ▪ 515 E. Jefferson Street ▪ Ann Arbor MI ▪ 48109-1316
TEL: 734.764.9310 ▪ FAX: 734.647.2181 ▪ EMAIL: icenter@umich.edu ▪ WEB: internationalcenter.umich.edu
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Academic/Faculty Advisor Recommendation Form for CPT - Part 2

Rackham 998

Part 2 is for all Master's and PhD non-candidate students who are taking Rackham 998 to fulfill the CPT course requirement. It is to be completed by the Academic/Faculty Advisor supervising the course.

Student's Name _____UMID # _____
Last First

Rackham 998 is described by the Registrar's Office as:

"*Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in Rackham 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of his or her academic studies to the consulting professor to receive full credit for the course.*"

As outlined in the course description, the student must submit a paper to the Academic/ Faculty Advisor at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor.

Please review <u>all</u> the statements below and sign to certify the following:

As the student's Academic/Faculty Advisor,

☑ *I confirm that Rackham 998 is an integral component of his/her academic program;*

☑ *I will monitor and assess the student's CPT experience;*

☑ *If a request is made by the U.S. Department of Homeland Security, I will provide documentation showing that the CPT course was an integral part of the student's academic program and objectives.*

_____ _____
Signature of Advisor Typed/Printed Name of Advisor

_____
Today's date

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Academic/Faculty Advisor Recommendation Form for CPT - Part 3

For PhD students in dissertation hours only (PhD candidates)

Academic/Faculty Advisor: please complete this part if you answered "yes" to the question "Has the student completed his/her coursework?" on Part 1.

Student's Name _____UMID # _____
Last First

In order to qualify for CPT as a PhD student working on their dissertation, the work must yield data which is necessary to complete the student's dissertation. Please note that the work cannot simply be RELATED to the dissertation, it must be an INTEGRAL part of the research for the student's dissertation.

Please attach a signed and dated letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student's dissertation. Examples may include (but are not limited to): the student's dissertation involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation, etc.*

Notes:

- In general, the end date of CPT authorization should not extend beyond the defense date;
- If the work cannot be considered an integral part of the research, but is related to the student's course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Center. Be aware that OPT processing by USCIS may take up to 3 months for approval.

Special note about Rackham 998 CPT course
Rackham 998 is described by the Registrar's Office as: *"Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in Rackham 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of his or her academic studies to the consulting professor to receive full credit for the course."*

As outlined in the course description, the student must submit a paper at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor.
As the student's Academic/Faculty Advisor, I hereby certify that I have read the job offer letter and consider the practical training described in the attached letter to be an integral part of the student's dissertation research.

- Is the training happening in the same term as the student's defense? ☐ yes ☐ no
- Estimated Defense Date _____

_____ _____
Signature of Advisor Typed/Printed Name of Advisor

_____
Today's date

*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the International Center. The letter may be required by U.S. Citizenship & Immigration Services in the future (i.e. during any future OPT or H-1B application process).

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