

Curricular Practical Training Recommendation Form

Revised: 03/16/2022

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 International Programs for information regarding immigration regulations for Curricular Practical Training. **Employment cannot begin until the CPT application is approved by 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 credit hour internship _____

This proposed employment must be 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 or an internship used for their degree.

Please explain how it is a mandatory part of the established curriculum of the student's program of study, or how it meets the student's academic objective:

Name of Academic Advisor: _____

Signature of Academic Advisor: _____ Date: _____