

Curricular Practical Training

FALL 2008

NOTE: Students must have completed 1 full academic year before being eligible.

I understand that as the student, I must be in lawful F-1 status, and must be in good academic standing. It is my responsibility to understand the rules and regulations associated with this benefit, and to comply with the rules.

Spring or Fall CPT: Allowed **only if internship is required*** for the degree currently being pursued and listed on I-20. Students must be enrolled in a full course of study during both fall and spring semesters. Restrictions on the number part-time hours will vary.

Summer CPT: Student may work full-time (40 hours per week) and can be enrolled in the internship class only (1-3 hours)

- A total of 365 days of full-time curricular practical training will deprive the student of optional practical training.

1. Please submit an offer letter to your advisor including this information:

- The name and mailing address of the company you will work for
- The name and phone number of your supervisor at the company
- The dates of your employment

2. After your advisor approves your request for CPT (it must meet the condition of being “integral part” a class, project, or thesis), please have her/him write a letter on TU letterhead stating:

- The name of the student
- The employment is required for the class, project, or thesis-an integral part of degree program
- The name of the class the student is enrolled in (according to the TU catalog), understanding that it must be for credit and you will receive a grade
- The name and address of the company for whom the student will work
- The name and phone number of the student’s supervisor
- The dates of employment

3. The advisor should forward the letter to the dean of the college (for all graduate students it should go to Dr. Richard Redner), who must attach a cover letter of support.

Please have the Dean forward all of the requested letters and forms to:

Sandra Boman
International Student Services Office
Westby Hall, 2nd Floor

AUTHORIZATION FOR CURRICULAR PRACTICAL TRAINING

If a student proves eligible for this benefit, a DSO/PDSO will authorize curricular practical training on the student’s form I-20 via page 3.

***An independent study course taken for the primary purpose of facilitating employment does not qualify for CPT.**

ACADEMIC ADVISOR

DATE

DEAN

DATE

Date

Dear Foreign Student Advisor,

This letter is to recommend that Arnau Brrudues Davi, a citizen of Spain be given permission to engage in full-time curricular practical training from (*start date*) to (*end date*) at SEMGroup. Arnau will be working at 6120 South Yale Avenue, Suite 700 in Tulsa, OK. The student's supervisor is Brian Cropper can be reached at (918) 524-8582.

The student is presently an enrolled student working towards a Bachelor's in Exercise and Sports Science program at The University of Tulsa. Practical experience in this field is an important part of this student's education, as it will enhance knowledge the student acquires in the classroom. I understand that the student must be concurrently enrolled in a required course which directly relates to the practical experience.

The course he will be concurrently enrolled in is (*course #*). The course description and objectives are (*defined in the catalog and/or defined as follows*). I understand that the student must be in lawful F-1 status, and must be in good academic standing. It is the student's responsibility to understand the rules and regulations associated with this benefit, and to comply with these rules.

Sincerely,

Name

Title