

Curricular Practical Training Application

Complete this form and bring it to the International Students & Scholars Office with the following information:

1. Letter from your employer according to the following instructions:
 - Printed on company letterhead
 - Include the address where the student will work
 - List the start and end dates of employment (dates should fall within semester beginning and end dates)
 - Include the approximate number of hours worked per week
 - List the salary (if any)
 - List the supervisor's name and contact information
2. A copy of the course description from the catalog.
3. Proof of enrollment in the class (Reg sheet, add/drop slip, WebAdvisor print out, transcript, etc.)

Student Name					
Semester		Course Title & Number			
Practicum Start Date		Practicum End Date		Hours per week	
Faculty Member					
Name & Address of Employer					

For the Professor to Complete:

I have spoken with the student listed above and have agreed to enroll this student in my course. As part of the course work for my course, the student must engage in an off-campus employment experience. This course and the work experience are an integral part of Lewis & Clark's curriculum and the student's course of study. The student should benefit significantly from this experience. I will communicate with the student's employer in order to evaluate this student's performance. I recommend that the student be authorized by International Students and Scholars (ISS) to enroll in this course and this experience.

Professor's name (Please print) Signature Date

For Int'l Students and Scholars to Complete:

1. ISS should verify eligibility.
2. ISS should update the student's SEVIS record with an authorization for CPT.
3. ISS should print a new I-20 for the student showing the authorization. Sign the I-20.
4. ISS should include a copy of the new I-20, the web-based ISS form, proof of enrollment, a course description from the catalog, and the employer's letter in the student's file.

I have reviewed this application and determined that the student meets the qualifications for curricular practical training.

Name of ISS staff (Print) Signature Date