

# LA SIERRA UNIVERSITY

Office of International Student Services | La Sierra University | 4500 Riverwalk Pkwy, Riverside, CA 92515  
951.785.2100 | 951.785.2919 fax | [oiss@lasierra.edu](mailto:oiss@lasierra.edu) | [www.lasierra.edu/international](http://www.lasierra.edu/international)

## Academic Adviser Recommendation for Curricular Practical Training

Curricular Practical Training (CPT) employment, which is an integral part of an established curriculum, is available to F-1 students who have been lawfully enrolled on a full-time basis for at least nine consecutive months. To be considered CPT, the work must not only be related to the major field of study but must also be an integral or important part of studies. **CPT is not meant to be a convenient employment opportunity nor is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student's program of study.**

There are two types of curricular practical training: (1) required part of program – program requires employment in the field of study to graduate and (2) optional part of program – training opportunity which is credit bearing and an important and an integral part of the academic program. Very few programs at La Sierra University require employment in the field of study to graduate, so the optional part of Curricular Practical Training may serve the student's needs.

**To be completed by the Academic Advisor or the Dean of the School—not the student.**

_____ Student's Name		_____ Student's LSU ID #
_____ Student's Major	_____ Number of Credits to Graduate	_____ Student's Completion Date

Please specify which credit bearing class the student will enroll for during this internship (CPT) and which quarter(s) the student will be enrolled for such class:

_____ Subject	_____ CRN #	_____ Course #
_____ Quarter	_____ Number of Units	_____ Grade Criteria

_____ Name of Employer	_____ Title of Position
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\_\_\_\_\_  
Location of Employment (Physical Address)

_____ Number of Hours per Week	Dates of Employment: _____	_____	_____
		From	To

Description of Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If the student has not completed coursework, how is the internship or employment an integral part of the established curriculum of the academic program? Please Explain.

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If the student has completed all coursework, is the employment providing research data directly related to the student's thesis/dissertation? Please explain.

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**CPT is not meant to be a convenient employment opportunity not is it meant to be a device to save optional practical training (the other practical training type) months. CPT must have a valid purpose in the student's program of study. I understand that the student could have serious legal implications (including deportation) if the information provided above is not true.**

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Signature of Academic Advisor/Dean

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Typed/Printed Name of Advisor

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Campus Telephone #

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Campus Address

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### **CPT Instructions for International Students**

Please return this signed form, your current (valid I-20), and a letter from the CPT employer on official letterhead to the Office of International Student Services for processing. You should not start work until your documents are processed and you have a new I-20 with a CPT endorsement.

The letter from the employer must state the name of the internship, the dates of employment, and a brief description of the job duties. The letter (or letterhead) should contain the physical address of the business where the CPT will take place.