

Academic Advisor CPT Eligibility Verification Form

To the Academic Advisor:

Please provide the information requested below, which will assist us in determining whether this student is eligible for Curricular Practical Training authorization as provided by U.S. immigration law.

1. CPT provides work authorization for employment that is an **“integral” part of a student’s curriculum** and which must be **related to his/her major**.
2. CPT is only for the purpose of participating in **legitimate internships** in a student’s area of study. It is **not a means of gaining employment** eligibility.
3. Students who have maintained full-time enrollment as required by federal immigration regulations (15 units per term) but who have **completed all semester hours required** for the degree or who have not yet completed **one academic year of study** are **NOT eligible for CPT**.
4. CPT **must not delay** the student’s completion of studies or completion of term units required for the degree.

To Be Completed Only By Academic Advisor or Other Major Program Faculty:

Student Name: _____

As of the end of the current term, how many term units will the student have completed? _____

How many term units are **required** for a student to earn this degree? _____

After this current term, how many term units is the student **required** to take before being eligible to earn the degree? _____

Please check one option (yes or no) in each of the following categories:

Is this internship related to the student’s area of study and an integral part of the program of study?

Yes: Course name and number (required) _____

Must attach a short memo explaining how the internship is related to program of study including which course student will take. Contact ISS for more information or go to <http://go.lawrence.edu/10754>.

No

Is this internship **required** by the program of study in which the student is involved, as demonstrated by publication in the Lawrence University Catalog or other departmental document?

Yes (*Must attach evidence such as printout from General Catalog.*)

No

Will research conducted during the internship or data gathered during the internship be used in the student’s thesis/dissertation?

Yes (*Must attach brief letter explaining how will be used in dissertation/thesis.*)

No

Faculty Name: _____ Date: _____

Signature: _____

Email: _____