



Curricular Practical Training Recommendation Form

Curricular Practical Training (CPT) is “alternative work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school” and must be “an integral part of an established curriculum.” [8 CFR 214.2(f)(10)(i)]

A Middlebury Institute of International Studies at Monterey F-1 student is eligible for CPT if:

- They have completed one academic year in F-1 status or their graduate-level degree program requires immediate participation in practical training.
- Their degree program requires all students to participate in practical training.
- They are enrolled in the program’s required practicum course in the semester they are requesting CPT authorization.
- They are in good academic standing.
- Their F-1 status is valid.

Parts 1 and 2 should be completed by the student. Part 3 is completed by the practicum course instructor and academic advisor/program chair/program head after reviewing the cooperative agreement and other relevant documents, as provided by the student. The student must then submit this form, the cooperative agreement, any other relevant documents, and the CPT application to Middlebury ISSS.



Curricular Practical Training Recommendation Form

Part 1: Student Information

First Name:

Last Name:

Preferred Name (if any):

Banner ID:

Major:

Semester and Year of Application:

Practicum Course Number:

Practicum Course Name:

Part 2: CPT Proposal

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Hours per Week:

Organization Name:

Position Name:



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Part 3: Academic Recommendation

ISSS relies on accurate course and program information and thorough review of the student's practical training documents by the academic advisor/program chair/program head and practicum course instructor when determining CPT authorization. By signing below, you are certifying that:

- The student's program, as listed in part 1, requires all students to participate in practicum (not an elective).
- The student is enrolled in the practicum course as listed in part 1.
- You have reviewed the student's position details and organization's cooperative agreement and the position will satisfy the practicum course requirements.

Role: Academic Advisor Program Chair Program Head

Name:

Title:

Date:

Signature:

Role: Practicum Course Instructor

For students in EPM, GGP, or IPD, this should be your practicum faculty mentor.

Name:

Title:

Date:

Signature: