

Curricular Practical Training (CPT)

If you will be doing internship off-campus, then you will need to gather the following information and documents and then make an appointment with Bill or Mark before your internship is to begin.

I. Letter **from your academic adviser** stating:

- 1) Name of the internship that you need to take
- 2) The class that requires employment to complete the class requirements
- 3) The class that will count toward your graduation
- 4) The job that you get will meet the requirements of the work requirement for the class

II. Letter **from Employer** stating:

- 1) Where you will work? (address and name of company)
- 2) When you will work? (begin date and end date)
- 3) What you will be doing. (Job title and description)

III. **Proof** that you are registered and enrolled in the class you are doing internship for.

Please, bring you passport and I-94 with you to the requested appointment time with Bill or Mark. If you have any other questions please call or stop by and talk with Bill or Mark.

Thank you ☺