



Curricular Practical Training

Graduate Students

F-1 students whose training program is a required part of the established curriculum may apply to the designated school official (DSO) for Curricular Practical Training authorization (C.P.T.). C.P.T. is defined as “alternate work/study, internship, cooperative education or any other type of **required** internship or practicum which is offered by sponsoring employers through cooperative agreements with the school”. When the internship is not required for the degree, it is still possible for a student to receive approval if the work experience is arranged and sponsored by the academic department. Unstructured, unsupervised employment that is not arranged by the school and has been sought by the student through open market is not acceptable as a C.P.T. experience.

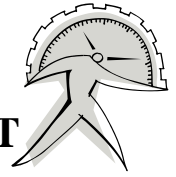
To apply for Curricular Practical Training, you must present a letter from the academic advisor, graduate director, faculty member, or department chair stating that the work experience is **required** for the major. If the internship is not required to complete the program, the letter must read the internship was arranged by and is sponsored under the direction of the academic department. The letter must outline the details of the program, including:

- The name of the employer
- The address of the employer (including the zip code) where the work will take place
- The exact dates of the employment (beginning and ending date).
- The SIUC faculty member who will be supervising the project and recording the grade must be named in this letter.
- The required course number and the number of credit hours must be listed.
- The state in which the student is maintaining full time enrollment as required by the Immigration Service (12 hours for undergraduates, 9 hours for graduate students, and 6 hours for grads with an assistantship) during the semester of the employment. This may prove difficult if the employment takes place outside of the Carbondale area. **Therefore, it might be best to arrange the internship during the last semester of enrollment, or during the summer, when it is possible to be enrolled for less than full time.**

Graduate or undergraduate students who will be enrolled for less than full time must complete a Request For Less Than Full-Time Enrollment exception form. Graduate students must obtain signatures from their academic units **and** the Graduate School on this form prior to C.P.T. authorization.

Please present your letter to the International Programs & Services office for authorization. If you have any questions please contact our office at 453-5774 or email us at issinfo@siu.edu

Graduate Students



REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

This request must be approved by ISS prior to withdrawing from course(s) or prior to less than full-time enrollment. Approval for less than full-time for the final term or thesis, dissertation, or continuing enrollment **must** be **approved prior to** the beginning of the term in which the student intends to be less than full-time

A: To be completed by Student.

Name (Please Print) _____

Address: _____

ID Number: _____ Phone No. _____

E-Mail Address(es) _____
(List all e-mail addresses)

Completion Date on Current I-20: _____

B: To be completed by Academic Advisor or Program Coordinator.

Permission to register for less than full-time should occur rarely in a student's career. Immigration law requires an F-1 international student to be full-time during each Fall and Spring semester. (9 hours for graduates and 8 hours for graduates holding an assistantship.) A student must be full-time during the Summer only if it is the student's first semester. However, under certain conditions, such as language/cultural adjustment problems upon arrival, or a medical problem, it may be possible to drop below the required number of hours. If the student's activity is equivalent to full-time but actually requires less than full-time registration i.e. writing thesis or dissertation or continuing enrollment, this form is to be endorsed by the academic advisor/program coordinator then forwarded to ISS prior to the beginning of the term.

PLEASE MARK ONLY ONE OF THE FOLLOWING (Mark only one box)

- The new student is having difficulty with English language or reading requirements.
- The new student is unfamiliar with American teaching methods.
- The new student is unfamiliar with American culture and is having difficulty with adjustment.
- The student has been placed in the improper course level.
- The student has a medical reason for needing to be registered less than full time (attach doctor's letter).
- All coursework is completed, only thesis/dissertation hours remain.
- All required coursework, and thesis/dissertation hours have been completed and the student is considered full time per Graduate School 601 continuing enrollment policy. (Applies only to thesis or dissertation students)
- Student has graduated and is on Practical Training.
- Only _____ hours remain to complete academic program.

I endorse and recommend less than full-time registration for this student for the _____ semester, year _____.

Academic Advisor/Program Coordinator Signature: _____ Date: _____

College: _____ Department: _____

Print Name: _____ Phone: _____ SIUC Mailcode: _____

This request must be approved by ISS prior to withdrawing from course(s) or prior to less than full-time enrollment.

C: To be completed by the International Student Adviser.

Approved by International Student Adviser: _____ Date: _____

For the _____ semester, year _____.