



Curricular Practical Training

Undergraduate 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.**

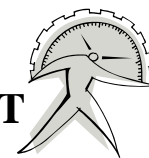
Graduate or undergraduate students who will be enrolled for less than full time must complete a Request For Less Than Full-Time Enrollment exception form. Graduate students must obtain signatures from their academic units **and** the Graduate School on this form prior to C.P.T. authorization.

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



Undergraduate Students

REQUEST FOR LESS THAN FULL-TIME ENROLLMENT



This request must be approved by ISS prior to withdrawing from course(s) or prior to the semester in which you plan to be less than full-time. A reduced course load must still equal 6 hours unless it is the last term of study.

A: To be completed by Student.

Name (Please Print) _____

(Last)

(First)

(Middle)

Address: _____

ID Number: _____ Phone No. _____

Completion Date on Current I-20: _____

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

Permission to register for less than full-time enrollment 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. Full time enrollment for an undergraduate is 12 credit hours. A student must be full-time during the summer only if it is the student's first semester. Under certain conditions, including language/cultural adjustment problems upon arrival, a medical problem, or final term it may be possible to drop below fulltime enrollment.

PLEASE MARK THE APPROPRIATE BOX (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).
- The student is enrolled less than full time in the final term. (Important – If this box is checked the student must graduate at the end of the term in which the student is less than full time.)

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 Mail code: _____

This request must be approved by ISS prior to withdrawing from course(s) or prior to the semester in which the student plans to be less than full-time.

C: To be completed by the International Student Adviser.

Approved by International Student Adviser: _____ Date: _____

For the _____ semester, year _____