

Academic/Faculty Advisor Recommendation Form for CPT - Part 1

This form must be completed by an Academic/Faculty Advisor. Part 1 may be completed alternatively by a Student Services Staff Member. Once completed, please return form to student, not the International Center.

Student's Name		UMID #	
Last	First		
School or College	Degree	Major	
The student above wishes to apply for Curricular in practical training, paid or unpaid, that is an <i>in</i> student's major area of study. The goal of CPT and definable way.	ntegral part of ar	established curriculum	and is directly related to the
Note: employment for the sole purpose of e CPT may not delay completion of the studer allowed in your final term if you are also reg your academic program.	nt's academic p	rogram. Please note th	at non-required CPT is only
Please complete the following information to he U.S. Department of Homeland Security require			
Has the student completed his/her cou (If yes and the student is a PhD can			of this form)
Credits Remaining to Graduate (including)	ing DISS-CAND	995)	
Anticipated Academic Program Comple	etion Date		
Check one: ☐ As the student's advisor, I certify that this Cl to have practical work experience in the field of		part of the program, i.e.	the program requires all students
As the student's advisor, I certify that this Clause the student's curriculum and pursuant to a cour			
To make the CPT an integral part of the estates designated for this CPT. It is the student			
Registrar's Office Approved CPT Course			
Number of Course Credits Seme	ester student will	be enrolled in course	
Name of Employer		Position Title	
As the student's Academic Advisor, I hereby ce above; I have read the job offer letter and cons curriculum; to the best of my knowledge, all of	ider the above pi	actical training to be an	
Signature of Advisor	Typed/Printed	Name of Advisor	
Uniqname of Advisor	Advisor Position	n Title	
Campus Telephone Number	Today's date		



Rackham 998

Part 2 is for all Master's and PhD non-candidate students who are taking Rackham 998 to fulfill the CPT course requirement. It is to be completed by the Academic/Faculty Advisor supervising the course.

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Student's Name	UMID #		
Last	First		
Rackham 998 is described by the	e Registrar's Office as:		
consultation with a faculty advis experience directly related to the University professor in the field.	practical work experience related to the student's field of study and or. Students enrolled in Rackham 998 are participating in a work eir academic studies during which they are consulting with a At the end of the work experience, the student submits a paper whic to the enhancement of his or her academic studies to the consulting or the course."		
	cription, the student must submit a paper to the Academic/the CPT experience in order for the course/practicum to be culty Advisor.		
Please review <u>all</u> the statements below and sign to certify the following:			
As the student's Academic/Fac	lty Advisor,		
☑ I confirm that Rackham 998	s an integral component of his/her academic program;		
☑ I will monitor and assess the	student's CPT experience;		
☑ If a request is made by the U	S. Department of Homeland Security, I will provide documentation		
showing that the CPT course w	as an integral part of the student's academic program and objectives.		
Signature of Advisor	Typed/Printed Name of Advisor		
5	71		
Today's date			

Page 2 of 3 11/2023





For PhD students in dissertation hours only (PhD candidates)

Academic/Faculty Advisor: please complete this part if you answered "yes" to the question "Has the student completed his/her coursework?" on Part 1. UMID# Student's Name __ First In order to qualify for CPT as a PhD student working on their dissertation, the work must yield data which is necessary to complete the student's dissertation. Please note that the work cannot simply be RELATED to the dissertation, it must be an INTEGRAL part of the research for the student's dissertation. Please attach a signed and dated letter on official departmental letterhead explaining how this practical training is an integral part of the research for the student's dissertation. Examples may include (but are not limited to): the student's dissertation involves innovative technology available only at this particular company or research facility; this employment involves collecting data essential for completing the dissertation, etc.* Notes: In general, the end date of CPT authorization should not extend beyond the defense date; If the work cannot be considered an integral part of the research, but is related to the student's course of study, then the student may meet the eligibility requirements for Optional Practical Training (OPT) and may choose to apply for that instead. If this applies, refer the student to meet with an advisor at the International Center. Be aware that OPT processing by USCIS may take up to 3 months for approval. Special note about Rackham 998 CPT course Rackham 998 is described by the Registrar's Office as: "Curriculum Practical Project: A practical work experience related to the student's field of study and consultation with a faculty advisor. Students enrolled in Rackham 998 are participating in a work experience directly related to their academic studies during which they are consulting with a University professor in the field. At the end of the work experience, the student submits a paper which relates employment opportunity to the enhancement of his or her academic studies to the consulting professor to receive full credit for the course." As outlined in the course description, the student must submit a paper at the end of the CPT experience in order for the course/practicum to be assessed by the Academic/Faculty Advisor. As the student's Academic/Faculty Advisor, I hereby certify that I have read the job offer letter and consider the practical training described in the attached letter to be an integral part of the student's dissertation research. Is the training happening in the same term as the student's defense? ves no Estimated Defense Date Signature of Advisor Typed/Printed Name of Advisor Today's date

(i.e. during any future OPT or H-1B application process).

*Note for students: We recommend that you keep the original letter from your advisor for your records and submit a photocopy to the International Center. The letter may be required by U.S. Citizenship & Immigration Services in the future

Page 3 of 3 11/2023