International students may apply for paid work that is “integral to the field of study.” This is an opportunity to gain practical experience in your field of study. Most international students take advantage of this during the summer.

**Eligibility:**
- Must have been enrolled as full time degree-seeking student for two consecutive semesters
- Must be enrolling in the next semester at Occidental.
- Employer specific – you must have a job already.
- For a specific period of time
- Part time (under 20 hours a week) or full time (over 20 hours a week)
- MUST BE AN INTEGRAL PART OF STUDY - work must be in the student's major field of study.

**Application Process:**
- Complete 0 unit summer internship paperwork in the Career Development Center, including all signatures.
- Get a letter from employer (on company letterhead) with job title and **start and end dates of employment**.
- Faculty advisor must complete Academic Advisor’s Recommendation Form for F-1 Optional or Curricular Practical Training.
- Make an appointment with Marisa Mofford in IPO for authorization by DSO in the SEVIS system.

**Paperwork submitted to the IPO for processing MUST include:**
- Valid I-20, original, not photocopy
- Photocopy the entire completed 0 unit internship contract (Available in the Career Development Center), including all signatures.
- Number of units (0) and summer semester must be listed.
- Projected completion date must be indicated. If student will be graduating during the same month during which curricular practical training will be ending, completion date must be indicated as month/day/year to clarify that period of curricular practical training will end prior to completion date.
- Summer CPT: failure to complete all required aspects of internships will render employment illegal.
- Letter from Employer - must be typed on employer’s letterhead; job title (and description) must be listed along with start and end dates of position.
- Approval from the student's Academic Advisor on the attached recommendation form.

Approval in the SEVIS system is required. A new I-20 document, indicating DSO approval for curricular practical training, will be issued.

Please note: Twelve months of full time CPT renders a student ineligible for optional practical training after graduation.

Contact the International Programs Office (McKinnon Center for Global Affairs Room 102) with questions (323) 259-2533 or ipo@oxy.edu
ACADEMIC ADVISER’S RECOMMENDATION FORM FOR CURRICULAR PRACTICAL TRAINING

This form provides the information required by the USCIS for the granting of employment for practical training to an international student. The student’s academic adviser must complete and sign this form. Thank you for your assistance.

Student Information (to be completed by the student)

STUDENT’S NAME: ________________________________  MAJOR: _________________________

DATES OF REQUESTED EMPLOYMENT: ____________________________
DATES OF PREVIOUS EMPLOYMENT: _____________________________

ADVISER’S NAME: ____________________________________________
TITLE: ______________________________________________________
DEPARTMENT: ________________________________________________

EMPLOYER’S NAME: __________________________________________
ADDRESS: __________________________________________________

When do you anticipate this student completing his or her studies at Occidental College? (Please fill in date and check one of the following)

[ ] Graduation/Conferral of Degree date
[ ] Completion of semester/last day as registered student
[ ] Other: ________________________  (explain)

Please note: An international student must be registered full time to maintain legal F-1 visa status.

1. Adviser, please describe the type of employment the student is seeking and its applicability to their major course of study. (Required by USCIS)
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

2. To the best of your knowledge, is this type of employment experience related to the student’s field of study and appropriate to the student’s educational level?  [ ] Yes  [ ] No

Adviser’s signature: ___________________________    Date: ____________________________
Phone number: ___________________________    E-mail: ____________________________