

CURRICULAR PRACTICAL TRAINING CHECKLIST FOR PRACTICAL TRAINING (APPOINTMENTS ARE REQUIRED)

ELIGIBILITY:

- In full-time study at least one academic year prior to applying (summer break out of the country may be included)
- Training directly related to the degree
- Required registration for academic credit. Credit must apply to your academic objective.

MATERIALS TO COMPLETE AND BRING TO IIP APPOINTMENT:

- I-538 Form completely filled out
- Agreement on Academic Requirement completed and signed by student and advisor
- I-20 form (original)

AGREEMENT ON ACADEMIC REQUIREMENT FOR F-1 CURRICULAR PRACTICAL TRAINING

In order to be eligible to participate in the curricular training option under the U.S. immigration law, the training must be an integral element of the degree program or requirements for the degree. Curricular practical training requires enrollment with credits generated as a result of the class. Enrollment for training requires course assignments applicable to all students within the course section.

In order to earn academic credit for an internship or curricular training, a student must not only meet the work requirements set down by his/her employer, but also academic requirements established by the College and the academic unit. This agreement expresses the mutual commitments made by the individual student, the academic unit and the Institute for International Perspectives Office (for USCIS monitoring 8CFR214.2).

The academic unit, directing the curricular practical training will provide the student with an instructor, who will:

1. Initiate contact with the student to establish learning objectives with specific academic goals, activities, timetable, and outcome, and communicate in writing the requirements that must be met to achieve these objectives.
2. Encourage feedback from the student, and the student's employer at least once during the placement.
3. Give a final grade on the requirements set down under the agreements.

The student will:

1. Communicate with the instructor regarding registration for academic credit and inform the instructor of progress during the curricular training.
2. Meet the work requirements established by the training site supervisor.
3. Fulfill the requirements for earning academic credit determined by the instructor.
4. Certify that the combined curricular practical training hours and any on-campus work will not exceed 20 hours per week during the fall and spring semester

It has been agreed to that this student will enroll in course _____ for the _____ term of study for _____ credits. The practical training experience must begin and end during this academic semester.

The curricular practical training experience will be coordinated with the firm or business:

(Name of company) (Address)

The position title of the student is: _____.

Total number of hours expected per week _____ (less than 20 hours per week).

Signatures:

Student: _____ Date: _____

Academic Counselor: _____ Date: _____

IIP Designated School Official _____ Date: _____