PROCEDURES FOR CURRICULAR PRACTICAL TRAINING

UNIVERSITY OF SOUTHERN MAINE
OFFICE OF INTERNATIONAL PROGRAMS

Curricular Practical Training is off-campus work, full or part-time, paid or unpaid which is supervised, and for which a student earns academic credit in their MAJOR toward a U.S.M. degree. Off campus work which is not credit bearing might be considered Curricular Practical Training if it is a required part of the curriculum, (for example, if it is listed in the U.S.M. catalogue). Students on F-1 visas who have been in status for at least 1 full academic year may participate in Curricular Practical Training. Kimberly Sinclair in the International Office can authorize this at U.S.M.

1. Request a job description which specifies a beginning and ending date and the number of hours per week. Curricular Practical Training is authorized for a specific job and employer, for a specific time period, either full-time or part-time. Any proposed change of employers must be approved and documented.

2. Before meeting with Kimberly, ask your academic advisor for a letter (see sample letter below) which recommends this position for Curricular practical Training as an important or required component of your degree program and noting the anticipated date that you will complete your degree program. This letter should be addressed to Kimberly.

3. Meet with Kimberly. You will need to bring the letter from your academic advisor mentioned above, the job description, and a printout documenting your course enrollment. These are all needed before any action can be taken.

4. After meeting with you Kimberly will create a new SEVIS I-20 which will document the approval of your Curricular Practical Training. (This will take 24 to 48 hours to complete so you will need to come back and pickup this new document in a few days.)

NOTE: Always be sure that:
   1. The Office of International Programs has your current address and telephone number.
   2. Your passport is valid.
   3. The date in Item 5 of your I-20 has not passed.
   4. You are maintaining full-time enrollment at U.S.M. unless specifically authorized by the International Programs Office to enroll less than full-time.
   5. You are communicating with the International Programs Office regarding concerns or questions about your student visa status.

LIMITS: There is no limit to the amount of authorized Curricular Practical Training. However, students who have been approved for a total of 12 months of full-time Curricular Practical Training are no longer eligible for Optional Practical Training, which is often taken after completion of the degree.
SAMPLE LETTER

to be completed by Academic Advisor
recommending Curricular Practical Training

DATE: MM/DD/YY

TO: Kimberly Sinclair, Director
    Office of International Programs
    101 Payson Smith, Portland Campus

This letter is in support of (Name)'s application for Curricular Practical Training.

(Name) is a student in the (name of department) department pursuing a (BS or BA/MS/etc.) which will be completed on (MM/DD/YY)*.

Participation in curricular practical training is a (required or important) part of (name)'s degree program at the University of Southern Maine. The student will be registered for (course title & number) as part of his/her curricular practical training. (Name) has been approved to complete his curricular practical training with (name of company/organization). This practical training experience is related to the student’s field of study and is commensurate with his/her education level.

Sincerely,

Signature

Name
Title
Department

* Please Note: It is essential that the completion date or projected completion date noted on the recommendation letter be as accurate as possible. Thanks!

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