



Course Instructor Verification Memo
Revised 03/10/2017

To qualify for Curricular Practical Training (CPT), F-1 students must enroll in a course for which practical training is part of the established curriculum. If the General Announcements description of the course does not explicitly state that an internship/practicum is required for course completion, this memo template or a letter (on departmental letterhead with signature) verifying the curricular justification of this practical training is required.

Dear Office of International Students and Scholars,

Name of Student has been offered a position at Employer Name

from Start Date to End Date for hours per week. This curricular

practical training is directly related to the student's major degree field and is integral to the completion of

Full course name for which the student will receive credits in the

semester.

Additional Comments:

By signing this memo, I certify that the curricular practical training listed above is integral and/or required for the completion of the course and understand this information will be reported to the Department of Homeland Security as required by [8 CFR § 214.2(f)(10)(i)].

Sincerely,

(Signature)

(Date)

(Printed Name)

(Title)

(Department)

(Email/Phone)

Additional documentation may be requested by OISS in cases that require further immigration compliance.