

**CURRICULAR PRACTICAL TRAINING (CPT)**  
**ACADEMIC ADVISOR VERIFICATION FORM**  
**MSU INTERNATIONAL CENTER CSU 250 PHONE: (507) 389-1281**

**Please Print or Write Clearly**

Student's Name \_\_\_\_\_ (First Middle Last) \_\_\_\_\_ Undergraduate  
\_\_\_\_\_ Graduate

Major: \_\_\_\_\_

Total Credit Hours required to complete degree program: \_\_\_\_\_  
Number of Credits Completed: \_\_\_\_\_

Graduation/Degree Completion Date (expected): \_\_\_\_\_

Dates of Planned Internship \_\_\_\_\_ to \_\_\_\_\_  
(Begin: MM/DD/YR) (End: MM/DD/YR)

Number of Hours per Week: \_\_\_\_\_

According to the U.S. citizenship and Immigration Services, the proposed internship must be an integral part of the established curriculum in order to be authorized as **Curricular Practical Training (CPT)**. Please contact the International Center at 389-1281 if you have questions. In order for the International Center to authorize **Curricular Practical Training**, at least one of the following criteria must be met. Please check the appropriate item for the student's proposal:

\_\_\_\_\_ Major Requirement. The student is required to be engaged in the proposed internship by his/her degree program. This requirement is published in the Minnesota State University, Mankato catalog. **This internship cannot be used to fulfill open elective requirements.**

Number of Internship Credits: \_\_\_\_\_ Course Number : \_\_\_\_\_

\_\_\_\_\_ Optional Course Major Requirement. The proposed internship is required by a specific course as an option of his/her degree/major requirements. The course must be listed in the MSU Course Catalog and the advisor's signature confirms that the internship course is considered an integral part of the student's program.

Number of Internship Credits: \_\_\_\_\_ Course Number : \_\_\_\_\_

Name of Faculty Teaching Course: \_\_\_\_\_

\_\_\_\_\_ Cooperative Education Requirement: The proposed internship is facilitated through a cooperative education agreement/contract between Minnesota State University, Mankato and the proposed company; and is also an integral part of the degree program.

-----  
By signing below, I indicate that the aforementioned information is true based on my best knowledge and information.

\_\_\_\_\_  
(Academic Advisor or Department Chair Signature)

\_\_\_\_\_  
(Internship Coordinator Signature, if applicable)

Date Signed : \_\_\_\_\_

Date Signed : \_\_\_\_\_

Does your department/college have an hours worked-credit hour equivalency? \_\_\_\_\_

(For example: 75 hours of internship\_work\_ = 1 hour of internship credit)

If the department has no equivalency established, the International Center will use the following standard:

80 hours of work = 1 internship credit

**\*\*PLEASE NOTE:** International students in F-1 (student) status are only authorized to stay in the U.S.A. to complete the number of credit hours required by their degree program. International students cannot carry credit hours beyond the number required for their degree program, as published in the Minnesota State University, Mankato catalog.