



**International Center**

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**CURRICULAR  
PRACTICAL TRAINING**

**Steps for Applying for Curricular Practical Training**

The purpose of this form is to provide a recommendation for an international student to undertake practical training in his/her field of studies. Practical training is available to students who have been lawfully enrolled on a full-time basis for at least nine consecutive months. The employment must be directly related to the student's major area of study.

- 1. Please type your answers in the space provided for each item.**
- 2. Print the completed form and submit to the International Center by fax or mail.**

**To be filled out by the Academic Advisor ONLY:**

- 1. Student's Name:** \_\_\_\_\_
- 2. Degree Level:** Bachelor's \_\_\_ Master's \_\_\_ Doctorate \_\_\_
- 3. Field of Study:** \_\_\_\_\_
- 4. Students UMID** \_\_\_\_\_
- 5. Expected Graduation Date:** \_\_\_\_\_ (mm/dd/yyyy)
- 6. This student is in good academic standing:** Yes \_\_\_ No \_\_\_
- 7. Briefly describe the student's proposed employment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Employer Name:** \_\_\_\_\_

**Position Offered:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

**Full-time (more than 20 hrs. per week) \_\_\_\_\_ or Part-time (20 or less per week) \_\_\_\_\_**

**9. The employment will be undertaken for one of the following reasons:**

\_\_\_ **Work is needed to fulfill degree requirements. Indicate Course** \_\_\_\_\_

\_\_\_ **Work will count towards university credit. Indicate Course** \_\_\_\_\_

\_\_\_ **Work will not count towards university credit but is part of an established curriculum  
(only applicable for clinical training or co-op experiences).**

\_\_\_ **Graduate student registered for thesis or dissertation credit and the work is necessary  
for the completion of the thesis or dissertation. Indicate course** \_\_\_\_\_

\_\_\_\_\_  
**Academic Advisor's Name (please print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**