

MEMORANDUM

TO: Academic Advisor/Faculty/Department Chair

FROM: Rita Crider
Director, International Student Office

SUBJECT: Verification of Internship (Curricular Practical Training)

U.S. Immigration and Customs Enforcement (ICE) regulations allow a student in F-1 status to engage in a practicum, field study, or internship, etc. as Curricular Practical Training (CPT) *before* graduation or program completion. Before a student can begin CPT, ICE requires that the internship be approved and recorded in the SEVIS student tracking system. Please verify the UWF internship course registration, company or organization address, and the beginning and end dates of the internship. This must be done whether the internship is paid or unpaid.

Please provide this information below and return it to my office in Building 71, or FAX it to 474.2915. If you have any questions about this form or the ICE regulations, call me at extension 2368 or email me at rcrider@uwf.edu . Thank you for your time and attention to this matter.

Student's Name _____ Student # _____

Academic Department _____ Major _____

Internship is with: _____

Physical Address of company or organization: _____

Internship begins on _____ and ends on _____

Full-time employment Part-time employment

Course Registered for _____

How is this employment an integral part of curriculum?

Faculty Advisor's Name _____

Faculty Advisor's Signature _____ Date _____