



**Curricular Practical Training (CPT) Verification form**  
**FOR THE ADVISOR**

**TO THE ADVISOR,**

The student named below wishes to be authorized to work off-campus as allowed by the Department of Homeland Security. Before the Office of International Student Services can authorize such off-campus employment, we must establish that the work the student will be doing provides experience which supplements the academic program of study in a meaningful way. As the student's academic advisor, it is your responsibility to confirm that the credit awarded for this internship will count toward the requirements for degree completion as outlined in your department and that it is an *integral* part of the student's degree program.

**Please verify to the best of your ability,** the student's expected date of completion of studies/graduation:

**Please explain below how this internship relates to the student's field of study and serves an academic purpose.**

**I certify that this internship** (please check ONE of the following):

- This internship is required to complete student's degree
- Is an integral part of the established curriculum (i.e., earning credit toward the degree program)
- Adds meaningful and practical experience to the student's academic program

\_\_\_\_\_  
**Advisor Name**

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

\_\_\_\_\_  
**Advisor Phone or email address**

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



**Curricular Practical Training (CPT) Verification form  
FOR THE STUDENT**

**FOR THE STUDENT:**

In order for CPT employment authorization, this form must be submitted to the International Student Services office at HUB 209 with the CPT Verification Form – For the Advisor and an offer letter from the employer at least 5 business days prior to the employment start date.

**Please provide the following information:**

Name: \_\_\_\_\_ EOU ID Number: \_\_\_\_\_

Local phone and/or e-mail address:

\_\_\_\_\_

Employer's name:

\_\_\_\_\_

Employer's Location Street Address (Required):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Employment start date: \_\_\_\_\_ Employment end date: \_\_\_\_\_

Approximate number of hours you expect to work each week: \_\_\_\_\_

\*(Please note, employment up to 20 hours/week is considered part time; 21 hours or more is considered full time.)

Complete and return to the International Student Services office at Hoke 209 at the Multicultural Center on the 2<sup>nd</sup> floor of the Hoke Union Building.

Mika Morton, Assistant Director

**Office of Student Diversity & Inclusion // International Student Services**

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