

# PROCEDURES FOR CURRICULAR PRACTICAL TRAINING

## UNIVERSITY OF SOUTHERN MAINE OFFICE OF INTERNATIONAL PROGRAMS

Curricular Practical Training is off-campus work, full or part-time, paid or unpaid which is supervised, and for which a student earns academic credit in their **MAJOR** toward a U.S.M. degree. Off campus work which is not credit bearing might be considered Curricular Practical Training if it is a required part of the curriculum, (for example, if it is listed in the U.S.M. catalogue). **Students on F-1 visas who have been in status for at least 1 full academic year may participate in Curricular Practical Training.** Domenica Cipollone and Kimberly Sinclair are the people who authorize this at U.S.M.

1. Request a **job description** which specifies a beginning and ending date and the number of hours per week. Curricular Practical Training is authorized for a specific job and employer, for a specific time period, either full-time or part-time. Any proposed change of employers must be approved and documented.
2. Before meeting with Domenica or Kimberly, ask your **academic advisor** for a **letter** (*see sample letter on back*) which recommends this position for Curricular practical Training as an important or required component of your degree program and noting the anticipated date that you will complete your degree program. This letter should be addressed to Domenica.
3. Meet with Domenica or Kimberly. The letter from your academic advisor mentioned above, the job description, and a printout documenting your course enrollment. These are all needed before any action can be taken.
4. Domenica or Kimberly after meeting with you, will create a new SEVIS I-20 which will document the approval of your Curricular Practical Training. (This will take 24 to 48 hours to complete so you will need to come back and pickup this new document in a few days.)

**NOTE:** Always be sure that:

1. The Office of International Programs has your current address and telephone number.
2. Your passport is valid.
3. The date in Item 5 of your I-20 has not passed.
4. You are maintaining full-time enrollment at U.S.M. unless specifically authorized by Domenica to enroll less than full-time.
5. You are communicating with Domenica or Kimberly regarding concerns or questions about your student visa status.

**LIMITS:** There is no limit to the amount of authorized Curricular Practical Training. However, students who have been approved for a total of 12 months of full-time Curricular Practical Training are no longer eligible for Optional Practical Training, which is often taken after completion of the degree.