

Instructions before submitting the Academic Advisor's Letter for Curricular Practical Training (CPT)

On August 24, 2026, the U.S. Department of Homeland Security's Student & Exchange Visitor Program issued a [Broadcast Message](#) clarifying that Curricular Practical Training (CPT) may only be authorized when:

1. The student has been in F-1 status for **one full academic year** (fall and spring semester). *A graduate student may have an exception to this rule if their degree program requires an immediate practicum.*
2. The practical training is **required for** and **directly related to the major area of study**.
3. The practical training is tied to a course for **course credit**.
4. The practical training is a **mandatory graduation requirement for all students, domestic and international**, in the specific academic program.
5. There is a **cooperative agreement** with the employer which must be submitted with the CPT request.

All new CPT authorizations must follow this August 24, 2026, guidance. By authorizing this CPT, **the academic advisor is certifying that all the above requirements are met.**

Academic Advisors, please use the newly revised CPT Academic Advisor's Letter template on the following page. If the student meets the above requirements, please sign, date and provide a copy to the student.

The student will then submit the following documents in their ISSS Student Portal's CPT request:

- CPT Academic Advisor's Letter
- [CPT Job Offer Letter](#)
- Cooperative Agreement

Please note that the student CANNOT begin working until the CPT request has been approved in the ISSS Student Portal, and the CPT authorization has been applied to the student's I-20.



[SAMPLE] Academic Advisor's Letter for Curricular Practical Training (CPT)

Complete on Texas Tech letterhead. Please direct any questions to oia.iss@ttu.edu.

To: Office of International Affairs

From: (Advisor, Professor, Cooperative Education)

Date: (MM/DD/YYYY)

Re: (Student's name and R#)

(Student Name) is enrolled as a full time **(undergraduate/graduate)** student in **(Major)** and expects to complete his/her **(degree level)** degree on **(MM/DD/YYYY)**.

(Student Name) is applying for Curricular Practical Training authorization for employment in conjunction with the following course. This practical training is **required** and is an integral part of the student's degree program. The student's performance will count significantly towards the grade for the course, and the student will receive **(how many)** credit hours for successfully completing the course. The employment will be **(full-time/part-time)**.

1. **Description of work:**
2. **Course Name and Number:**
3. **Course Supervisor:** *(Supervisor's Name and Title)*
4. **Employer Name:**
5. **Employer Site Address:** *(Where the student will be located when doing the work)*
6. **Will the Student Receive Wages?** *(Yes or No)*
7. **Beginning Date:**
8. **Ending Date:**
9. **Goals of project:**
10. **Requirements:** *(Explain requirements for successful completion)*

Academic Advisor's Signature: _____ Date: _____