

F-1 Curricular Practical Training

General Introduction

Any enrolled F-1 student whose program has a **required** "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school", may apply at International Student and Scholar Services for legal authorization to participate. [see Code of Federal Regulations, 8:214.2(f)(10)(i)]

Sponsored employment is defined as "structured employment or training that is monitored by the school and obtained through the support" of Loma Linda University.

Curricular Practical Training has the following general guidelines:

- An undergraduate student must have been in lawful F-1 status at least twelve consecutive months (or four academic quarters) to be eligible to apply.
- A graduate student must be in lawful F-1 status and are eligible to apply as soon as necessary for their program of study.
- Curricular Practical Training must be in the student's field of study and the student must be registered and earning academic credit towards their program of study for the training.
- Part-time Curricular Practical Training is only limited by a student's program requirements. However, if twelve months or more of full time training accumulates, then the student is not longer eligible for the post-completion Optional Practical Training benefit (work experience after completion of their course of study)
- Part-time Curricular Practical Training employment is defined as 20 hours or less per week or 40 hours per two-week pay period.
- Full-time Curricular Practical Training employment is defined as greater than 20 hours but not more than 40 hours per week or not more than 80 hours per two-week pay period.
- Curricular Practical Training should not start until approved by a Designated School Official from the International Student and Scholar Services.

Application Procedure

The applicant needs to bring the following documents to International Student and Scholar Services office to apply:

1. Letter of recommendation, on department letterhead, from the Internship/Clinical Coordinator, Academic Advisor, Department Chair, or School Dean (please see sample letter on page 2).
2. Letter from employer/sponsor which includes dates (duration) and conditions of employment (whether remuneration is or is not a part of the offer). Remuneration is any form of compensation (wage, living expense reimbursement (including housing, food, utilities, etc.), or transportation) for time and/or services rendered.

NOTE: this letter may not be necessary if there is a standing affiliation agreement between this employer and the LLU department.

3. Course registration receipt for course.

The Designated School Official (DSO), at the International Student and Scholar Services office, will review the documentation and determine eligibility. If the applicant is eligible, the DSO will authorize the Curricular Practical Training through the SEVIS web site and generate a new third page of the student's I-20.

Please note that participation in any internship, clinical or field practicum is not allowed until the international student has received proper Curricular Practical Training authorization (the updated I-20). Failure to obtain timely and proper authorization may be grounds for loss of F-1 status, Department of Homeland Security detention (jail), and/or deportation.

December 4, 2007

Martin Aguirre, Director
International Student & Scholar Services
11139 Anderson St., SSC-102
Loma Linda, CA 92350-0001

RE: John Doe

Dear Mr. Aguirre,

I am recommending Mr. John Doe for a field practicum with **Vista Guidance Center, 1323 W. Colton Ave, Ste. 200, Redlands, CA 92374** from **01/07/2008 to 06/08/08**. This experience will be monitored by **Dr. Anywho, Associate Professor** during the term of this training on a regular basis.

The student's major field of study is Master's in Business Administration and a part-time academic field practicum is a requirement for this program. He will be registered for course number **HADM 724 Field Practicum** for 200 clock hours.

Sincerely,
(signature & title)

Sample letter, on department letterhead, from an Internship/Clinical Coordinator, Academic Advisor, Department Chair, or School Dean recommending a registered student for an academic internship, clinical or field practicum.