



WEST VIRGINIA STATE  
UNIVERSITY

Office of International Affairs (OIA)

Phone: (304) 204-4094 Email: [international@wvstateu.edu](mailto:international@wvstateu.edu)

Curricular Practical Training (CPT)-Academic Advisor Certification

Part 1: Student Information

Family Name: \_\_\_\_\_ First and Middle Name \_\_\_\_\_

Email: \_\_\_\_\_ WVSU ID #: \_\_\_\_\_

Current Degree Level: \_\_\_\_\_ Major: \_\_\_\_\_ Expected Completion \_\_\_\_\_  
Semester/year

Part II. Academic Department (Note: F-1 students may only work on CPT in their major field of study)

Course Code and Name that student will take for CPT: \_\_\_\_\_

Number of credit hours student will earn for CPT: \_\_\_\_\_

Start date of Course: \_\_\_\_\_ End date of Course: \_\_\_\_\_

Part III: Employment Information

Date of Employment Begin: \_\_\_\_\_ End: \_\_\_\_\_

Number of hours student will work per week: \_\_\_\_\_/week: \_\_\_\_\_ Full-time; \_\_\_\_\_ Part-time  
(For immigration purposes, full-time is anything over 20 hours a week)

*Immigration regulation requires that this employment experience to be an "integral part of an established curriculum", International Student Office must certify to SEVIS that it is "directly related to the student's major area of study". [8 CFR sec. 214.2 (f)(10)]*

Is this employment an integral part of the degree program and related to the major area of study?

\_\_\_\_\_ YES \_\_\_\_\_ NO Please provide a complete description of the job or project the student will complete during CPT and the relevancy to the degree program of the student. If the student will complete a projects or paper based on the internship, please provide that information as well:

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Academic Advisor Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_