

STEP 3 (ADVISOR)

CPT Site Letter:

For CPT to be approved for the student named in Step 1, a letter from the CPT off-campus site identified in Step 2 must be sent to iss@andrews.edu. The letter can be a hiring letter identifying employment, but **the CPT Site Letter must identify clear start and end dates that match the dates listed in Step 2**. Please work with the student to obtain the CPT Site Letter; CPT cannot be authorized until the CPT Site Letter is received by the Office of International Student Services and Programs.

Academic Advisor Statement:

Please type a statement in the space below describing the CPT for this student and explaining how this CPT is an **integral** part of the program of study:

Academic Advisor Information and Signature:

NAME: _____ TITLE: _____

DEPARTMENT: _____ PHONE: _____ EMAIL: _____

ACADEMIC ADVISOR SIGNATURE _____ DATE _____

Academic advisors: please send this completed, signed, and dated form to iss@andrews.edu. The CPT Site Letter can be attached in the same email or it can be sent in a different email directly from the CPT Site to iss@andrews.edu. CPT cannot be authorized until the Office of International Student Services and Programs receives both this completed form and the CPT Site Letter. Thank you.

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| <p>IMPORTANT: The student must not start CPT without having the CPT approved on the I-20. This approval will be issued once this completed form is submitted and the CPT Site Letter is received. Please note that one year of full-time CPT eliminates a student's eligibility for optional practical training (OPT).</p> |
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