

Barry University School of Law: International Students Curricular Practical Training Application Packet

Name: _____

Family

First

Barry ID#: _____ Gender: Male or Female

E-mail: _____ Daytime Phone: _____

Visa Expiration Date: _____ Passport Expiration Date*: _____

Major(s): LAW Degree Level: Graduate- JD

Expected completion date: _____ (Mo/Day/Year)

IMPORTANT:

Participation in and authorization of CPT must be granted before degree completion. You should contact a Barry University International Students Services (ISS) Designated School Official/ International Student Advisor prior to beginning the process. You must submit the completed packet to the Barry University ISS office in Miami (must provide the *originals*), who will advise whether you may receive CPT.

CHECK LIST FOR CPT APPLICATION PROCESS:

Submit the 5 items below to Barry IMP in Miami at least 10 business days prior to the employment start date.

- Copy of Current I-20.
- Original completed CPT checklist with signatures (this page); you keep a copy.
- Original completed Barry Law Directed Research Approval Form (included in this packet); you keep a copy.
- Original completed Employer Offer Form (included in this packet) *or* employer's original offer letter with required information on company letterhead; you keep a copy.
- Obtain approved SEVIS I -20 with CPT work authorization from Barry ISS. Sign and return a copy back to ISS; you keep the original. Notify your employer.
- (Do not need to provide to ISS) Register for the Directed Research Course through the Barry Law Registrar, utilizing the ULWR registration form. The course must be taken during the same semester as, or the semester immediately following, the employment period.

Student Signature: _____

Date: _____

Barry University ISS Advisor: _____

Signature: _____

Date: _____



Barry Law CPT Directed Research Approval Form Barry Law International Student Curricular Practical Training

Student Name: _____
Family First

Barry ID #: _____

Student **qualifies*** for Curricular Practical Training (CPT) based on:

- Work experience gained from this experience is integral or important to the student's graduate degree program and the student is/will be registered for the appropriate thesis/directed research course in the same semester as, or during the semester immediately following, the employment period.

*The above qualifier must be met in order for CPT to be authorized.

Academic Department/School: LAW . Student is registering for course Directed Research for CPT Course # 6004* and will earn 1 academic credit **.

*Topics for the paper will be chosen in consultation with the professor but may include: analysis, consistent with confidentiality obligations, of a legal question that arose in the course of the work experience. The final paper must be preceded by an outline and a draft.

**With permission from the Directed Research Supervising Professor, the paper may be increased to meet the ULWR requirements and approved for 2 credits.

Student's CPT employment will occur during: Fall semester Spring semester Summer semester
Employment will begin on _____ and end on _____ (Dates should match dates from employer)

Number of hours student will work per week: _____ Full Time or Part Time

Student's Directed Research course will occur: Fall semester Spring semester Summer semester

Directed Research Supervising Professor Signature Date

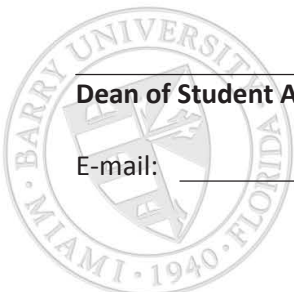
E-mail: _____@mail.barry.edu Phone: _____

Campus Address: 6441 E. Colonial Dr., Orlando, FL 32807

Dean of Student Affairs at School of Law Signature Date

E-mail: _____@mail.barry.edu Phone: _____

Please return this completed form to the student.



CPT Employer Offer Form

Barry Law International Student Curricular Practical Training

Note to Employer: Please fill out this form **or** submit a letter of offer on company letterhead containing all the information requested below.

Student Name: _____
Family First

Name of Company: _____

Company Address: _____

Name of Contact Person: _____

E-mail: _____ Phone: _____

Employment will begin on _____ and end on _____.

Number of work hours per week: _____ ; Full Time **or** Part Time; Paid **or** Unpaid.

Position Title: _____

Position Description:

Employer Contact Signature

Date



Please return this completed form, and attach a position description if necessary, to the student. Student will submit to International Students Services for processing.

CPT Explanation Letter For Employer

International Student Curricular Practical Training

To: Prospective Employer

From: Freddie Frage
International Students Services
Barry University

Re: Curricular Practical Training

To Prospective Employer:

“Curricular Practical Training” (CPT) is an authorized period of paid employment that is an integral or important part of an international student’s academic degree program at Barry University’s School of Law. The process requires the student to procure an updated SEVIS I -20 form with CPT work authorization.

Barry University’s office of International Students Services will issue the form as soon as the qualified law student provides them our Employer Offer Form or a letter from the prospective employer requesting approval for a specific placement.

The form or letter should specify the beginning and ending dates of employment, the number of hours per week, salary, job title and the type of legal work the student will perform. Since the purpose of Curricular Practical Training in the JD Program is to provide the international law graduate with practical legal experience in a US legal setting, it is important that the work be described sufficiently to show that such training will take place.

The student must also register for a corresponding CPT directed research class. The minimum length of employment permitted by the School of Law for Curricular Practical Training for each semester is 8 weeks. Students may take Curricular Practical Training for academic credit at the law school for a maximum of three semesters.

Curricular Practical Training complies with U.S. Immigration and Customs Enforcement regulation 8 CFR 214.2(f)(10)(i), governing practical training of foreign students. This placement does not affect the one-year Optional Practical Training permitted after graduation to those in student status.

Please direct any administrative questions about the Curricular Practical Training Program for students in the JD Program to the office of International Students Services.

Sincerely,
Freddie Frage
Phone: 305-899-3082

