TO: Foreign national J.D. candidates with F-1 visa status who will be pursuing work during the summer
FR: David H. Baum, Assistant Dean (764-0516)
RE: Curricular Practical Training through course #942, Law Practicum Research

If you are planning to pursue work for a legal employer during the summer, you must enroll for Law School course number 942, Law Practicum Research (“LPR”), in order for this to be considered Curricular Practical Training (“CPT”) by the Department of Homeland Security (DHS). Effectively, the LPR course is just like an independent research course, in which a student, under the supervision of a faculty member, completes a research and writing project that builds upon a legal issue(s) that the student addresses during his or her summer employment. A student can take the LPR course for one, two, or three credits toward his or her J.D. degree. Please follow these instructions (as well as the instructions given by the International Center (“IC”), located on-line at http://www.internationalcenter.umich.edu/ then search for Curricular Practical Training) to enroll for this course and to ensure compliance with federal regulations as well as Law School standards.

1. During the fall or winter term preceding your summer employment, please bring your job offer letter and an “Academic/Faculty Advisor Recommendation Form” (available on-line at the above-listed web site) to my office. The job offer letter must meet the following requirements:
   • it must be written on the company’s letterhead;
   • it must contain a statement of the job offer;
   • it must contain your name;
   • it must specify the employment address (street, city, state and zip code);
   • it must state the number of hours to be worked (or specify full- or part-time)
   • it must specify the dates of CPT employment
   • it must include the job title
   • it must contain a brief description of the job duties

A sample job offer letter containing all of the required information can be found at: http://internationalcenter.umich.edu/immig/fvisa/Sample_Job_Offer_Letter_for_CPT.pdf

Note: If your employer did not provide you with a hard copy of the offer letter bearing an original signature, but instead sent you a signed letter electronically in a pdf file, that is acceptable.

I will complete the Academic/Faculty Advisor Recommendation Form and return it to you, along with the original of your letter.

2. Find a faculty member to sponsor you for a one-, two-, or three-credit research project related to your work. Before approaching a professor, you should try to have at least a general idea for a paper topic based on the work you anticipate you
will be doing for your employer, but you can explain to the professor that you will have a more specific idea for a topic either during or when you return from your summer employment.

3. Once you have arranged for a faculty sponsor, please send the Records Office an e-mail message at lawCBIAdmin@umich.edu (make “942 LPR” the subject line of the e-mail message). This message should contain the following information:

- Your FULL name
- Your UMID (it is listed on your U of M ID card – it’s the two groups of four digits on the front of your ID)
- Your National ID (Social Security #) if you don’t know your UMID
- The professor’s FULL name (remember, we have many professors with the same last name, and even the same first initial in one case)
- The number of credits you have arranged with the professor for the research assignment
- The term for which you are requesting to enroll in this research class

The term of enrollment should be the winter term directly prior to your work assignment, both for tuition savings and DHS audit purposes. Upon receipt of your e-mail message, the Records Office will then enroll you in a section of 942 LPR that corresponds to the professor and credit load you provided. Please allow at least two business days to complete this process. The LPR course will count against the six credits of research course work you are allowed to take as credit toward your J.D. degree.

4. Once you have been enrolled for the LPR course at the Law School and completed the other documentation, you must participate in a CPT Online Certification Course, an online workshop sponsored by the IC, which you can take any time it is convenient for you. It is necessary to take the CPT Workshop to obtain final approval of the LPR course. Please refer to their web site for details. Please note that the IC will not be able to process or approve you for CPT unless and until you are enrolled for the course at the Law School.

5. You will receive a “Y” (which is the Law School’s designation for a grade in a course that extends beyond the current term) as the grade for the LPR course until you complete the work required for the course.

6. Once your employment/internship finishes, you must provide the professor with the agreed-upon academic work so a grade can be issued. The “Y” grade will be replaced by the grade you earn for the required work once the professor reports the grade to the Law School’s Office of Student Records.

Note: Should you seek to drop the LPR course after registering, the Law School or the University Office of the Registrar is required to contact the IC to ensure that the
IC did not place you in curricular practical training status or that they have cancelled the curricular practical training in SEVIS before any changes are processed.

Please make an appointment to come see me by contacting Trudy Feldkamp (764-0516, 212 HH, tfeldkam@umich.edu) if I can provide you with any further information.

August 3, 2015