

TO: Foreign national J.D. candidates with F-1 visa status who will be pursuing work during the summer  
FR: Bayrex Martí, Assistant Dean for Student Life  
RE: Curricular Practical Training through Course #942, Law Practicum Research

If you are planning to pursue work for a U.S. 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. 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 the JD degree. Please follow these instructions (as well as the instructions given by the [International Center](#)) 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 online at the International Center website) to the Office of Student Life (316 Hutchins Hall). The job offer letter must:
  - be written on the company’s letterhead
  - contain a statement of the job offer
  - contain your name
  - specify the employment address (street, city, state and zip code)
  - state the number of hours to be worked (or specify full- or part-time)
  - specify the dates of CPT employment
  - include the job title
  - contain a brief description of the job duties

A sample job offer letter containing all of the required information can be found [here](#).

Note: Your employer may provide you with a hard copy of the offer letter bearing an original signature, or a PDF copy with an electronic signature; either is acceptable.

A staff member in the Office of Student Life 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. Please note that, generally, students in their 1L year may enroll for one-credit of 942 LPR only.
3. Once you have arranged for a faculty sponsor, email, fax, or bring your copy of the completed Academic/Faculty Advisor Recommendation Form to the Office of Student Records ([lawrecords@umich.edu](mailto:lawrecords@umich.edu); 734.936.1973 (fax); 416 Hutchins Hall). If emailing the form, make “942 LPR” the subject line of the email message.

Upon receipt of the form, the Office of Student Records will 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 JD 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 International Center, which you can take any time it is convenient for you. You must take the CPT workshop in order to obtain final approval of the LPR course. Please refer to their [website](#) for details. Note that the International Center will not be able to process or approve you for CPT 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. You must meet with an International Center advisor, in person, to submit your CPT application. The International Center offers walk-in advising hours every weekday from 1:00 to 4:00 PM. Once an International Center advisor reviews your CPT request and determines it is complete and meets all requirements, there is an approximate 1 to 2 week processing time before issuance of a new I-20 with CPT authorization. You are legally required to wait for the CPT I-20 to be issued before starting your internship.
7. 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 (which may be either a letter grade or a pass/fail grade, at the professor’s discretion) 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 International Center to ensure that they did not place you in curricular practical training status or that they have cancelled the CPT in SEVIS before any changes are processed.

*April 9, 2018*