2300 Greene Way • Louisville, KY 40220 • tel 502.753.0264 • www.culouisville.com
CU Louisville Education Center
Graduate and Professional Studies

Maintenance of Evidence

In an effort to maintain evidence of your academic pursuit please see the following list of frequently requested documents and maintain a file with these documents. This information may be needed if you apply for OPT, H-1B, or adjustment of status.

- **Form I-20:** Retain all issued and signed I-20's. This is your responsibility to provide copies. Campbellsville University (CU) does not retain signed copies.
- **Official Transcript:** Please request an official copy from Office of Student Records
  Phone: (270) 789-5233, Fax: (270) 789-5362, studentrecords@campbellsville.edu
  Office Hours: 8a – 5p, M-F
  https://www.campbellsville.edu/academics/academic-affairs/student-records/
- **Degrees and/or Certificates:** The original document has been issued to you. If you do not have it contact the Office of Student Records
  Phone: (270) 789-5233, Fax: (270) 789-5362, studentrecords@campbellsville.edu
  Administration Bldg., Rm 18 Office Hours: 8a – 5p, M-F.
- **Receipts for Tuition:** Payments made to Campbellsville University are accessed through "Tigernet" student portal.
- **Other Receipts:** Please include receipts for books, parking passes, school supplies, transportation, meals, lodging, and other receipts related to your residency weekend as additional evidence you were in attendance at a CU orientation and residency.
- **Student ID:** You were issued a CU ID card. If you do not have one you have two options. One you may create a ticket with a picture of yourself and it will be routed to academics for printing. Second you may request a new ID card at your residency.
- **Course Syllabi and Outlines:** Professors provide course syllabi each term; via Moodle. Students are responsible for downloading and saving these documents for future reference. CU will not be able to provide these documents. Please consider keeping copies of your syllabi and documents in a Cloud folder.
- **Physical Attendance:** Due to program structure, you are expected to complete residency courses by attending the entire weekend each and every term and all classroom hours; you may be expected to show transcripts, course syllabi, (residency dates) and personal travel/meal/lodging receipts as proof of physical attendance.

- **U.S. Residence:** Evidence of your U.S. residence such as a bank statement or lease with your address on it.
- **Online or Distance Education:** Transcripts and syllabi show credits/courses taken and delivery format, with "Graduate Term" for face-to-face and "Graduate Extended Term" for online courses.
- **Program Progress:** Classes and course completion are reflected on your transcript. Full-time enrollment is 6.00 credits; you must take at least one face-to-face class per term; and maintain a minimum cumulative GPA of 3.00.
- **Other Evidence.** May include a Planned Program to show courses taken which are also found on the transcript.
- **CPT Participation**. Immediate internship participation for some master's programs, are determined by the Academic Department, this is listed your course catalog.

Curricular Practical Training (CPT)
Campbellsville University recognizes the need for international students to secure adequate internships and professional training, which is integral to your academic programs. In order to be eligible for Curricular Practical Training (CPT), students must meet the following prescribed criteria which are assessed by CU's Department of International Graduate Services and constitutes a cooperative agreement between CU and the employer.

- **Program of Study/Major:** Evidence of your current program of study, or major, identified on the Official University Transcript.
- **Cooperative Agreement:** In addition to CU, the employer has a signed digital or physical copy of student's final CPT application (approved or not). The student is required to upload a copy with their application, and you should retain a copy.
- **Employment Offer Letter:** You should have and retain a copy of the employment offer letter.
- **Job Description:** The offer letter along with job description provides employment details, how it relates to your program of study/CPT and employer/student responsible to explain how this relates to your program of study. Academics reviews and approves all employment to assess the integral value of supporting your studies.