

# Memorandum to Admissions and Records

Please submit CPT form 2 weeks prior to start of employment.

Students must be registered at Cooper Union for at least 2 consecutive semesters before applying.

## Curricular Practical Training (CPT) Request Form

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: Hala Alkasm, Director to International Student Admissions

FROM: Ruben Savizky, Associate Dean, The Cooper Union Albert Nerken School of Engineering

RE: Curricular Practical Training (CPT) Request Form

Student Information (Part 1)						
Student <b>LAST</b> Name:	[PRINT CLEARLY]					
Student <b>FIRST</b> Name:	[PRINT CLEARLY]					
Contact Information:	Email: Phone:					
Date of Birth (mm/dd/yy):	Major:	<input type="checkbox"/> BSE	<input type="checkbox"/> CE	<input type="checkbox"/> ChE	<input type="checkbox"/> EE	<input type="checkbox"/> ME
Have you completed CPT in a previous semester?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grade Level:	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> Grad
Student Signature:	(Sign)			Date:		

Employment Information (Part 2)			
Employer Name:			
Employer Address:			
Position Title:	Offer Letter Attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment Terms:	<input type="checkbox"/> Full-Time (>20 hrs/wk) <input type="checkbox"/> Part-Time (≤20hr/wk) <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid		
Dates of Employment:	Start Date:	End Date:	

<b>Position Description</b> (List specific tasks/experiences and how they relate to your list of courses below): <input type="checkbox"/> Attached
<b>List of Course(s) Benefited by CPT:</b>

--- STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean's Office. Betsy will take care of signatures. ---

Approvals (Part 3)	
Engineering Department Chair Signature:	(Print) _____ (Sign) _____ Date: _____
Dean Signature:	(Sign) _____ Date: _____
DSO Signature:	(Sign) _____ Date: _____