Memorandum to Admissions and Records

Students must have been registered at Cooper Union for at least two consecutive semesters before applying. Curricular Practical Training More info on the CPT process listed here: www.cooper.edu/admissions/international/student-employment

(CPT) Request Form

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DATE:// TO: Hala Alkasm, Dire		Students and	L Scholars Office							
FROM: Adriana Farmiga,	ctor, International S Dean, School of Art		Scholars Office							
	ctical Training (CP1		orm							
Student Information (Par	rt 1)									
Student legal FIRST Name	Student LAST Name:									
Student Preferred Name	e: Student Cod				oper ID#:					
Contact Informatio	n: _{Email:}			T	Phone:					
Date of Birth (mm/dd/yy	y):		Degree	□ BFA						
Have you completed CF in a previous semeste	VAC	□ No	Class Standing at time of internship:	□ so	□JR	□ SR				
Student Signatur	e: (Sign)	(Sign)				Date:				
Employment Information	ı (Part 2)									
Employer Name:										
Employer Address:										
Position Title:					Offer Letter Attached? ☐ Yes ☐ No					
Employment Terms:	☐ Full-Time (>20 hrs/wk) ☐ Part-Time (≤20hr/wk)				□ Paid □ Unpaid					
Dates of Employment: Start Date:				En	End Date:					
Position Description (List	snecific tasks/exne	eriences and	how they relate to	vour lis	t of cours	es helow)				
Osition Description (List	эрсене тазка, схре	therices and	now they relate to	your 113	t or cours	cs below)	•			
List of Course(s) benefite	d by the CDT.									
List of Course(s) benefite	d by the CPT:									
STOP HERE: Please sav	e file as is and email	document to	Frances Northcutt G	reen. Fra	n will take	care of sig	natures.			
Approvals (Part 3)										
Frances										
	(Sign) Date:									
	(Sign)	Date:								
	(Sign)	Date:								

Date: