

Memorandum to Admissions and Records

Curricular Practical Training (CPT) Request Form

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.

DATE: ____/____/____

TO: Hala Alkasm, Director, International Students and Scholars Office

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 LAST Name:					Student ID Number ▼	
	[PRINT CLEARLY]					
Student FIRST 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		
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:		
Position Description (List specific tasks/experiences and how they relate to your list of courses below): <input type="checkbox"/> Attached						
List of Course(s) Benefited by CPT:						

--- 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)	
Student Signature:	(Sign) Date:
Engineering Department Chair Signature:	(Print) (Sign) Date:
Dean Signature:	(Sign) Date:
DSO Signature:	(Sign) Date: