

# Memorandum to Admissions and Records

# Curricular Practical Training (CPT) Request Form

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

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

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

FROM: Adriana Farmiga, Dean, School of Art

RE: Art Curricular Practical Training (CPT) Request Form

Student Information (Part 1)						
Student <b>LAST</b> Name:	[PRINT CLEARLY]					Student ID Number ▼
Student <b>FIRST</b> Name:	[PRINT CLEARLY]					
Contact Information:	Email:			Phone:		
Date of Birth (mm/dd/yy):		Degree:	<input type="checkbox"/> BFA			
Have you completed CPT in a previous semester?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Class Standing at time of internship:	<input type="checkbox"/> SO	<input type="checkbox"/> JR	<input type="checkbox"/> SR
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
List of Course(s) Benefited by CPT:						

**STOP HERE: Please save file as is and email document to Frances Northcutt Green. Fran will take care of signatures.**

Approvals (Part 3)	
Student Signature:	(Sign) _____ Date: _____
Janet Hill Director of Academic Advising Signature:	(Sign) _____ Date: _____
Adriana Farmiga Dean Signature:	(Sign) _____ Date: _____
DSO Signature:	(Sign) _____ Date: _____