

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

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 LAST Name:	[PRINT CLEARLY]					Student ID Number ▼
Student FIRST 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:		
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 Shannon Haick for additional signatures.

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