

## Curricular Practical Training (CPT) Request Form

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

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

FROM: Mike Essl, Dean, The Cooper Union School of Art

RE: Art Curricular Practical Training (CPT) Request Form

Student Information (Part 1)							
Student legal <b>FIRST</b> Name:				Student <b>LAST</b> Name:			
Student Preferred Name:				Student Cooper ID #:			
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	
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:	

Position Description (List specific tasks/experiences and how they relate to your list of courses below):
<hr/> <hr/> <hr/> <hr/>
List of Course(s) benefited by the CPT:
<hr/> <hr/> <hr/> <hr/>

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

Approvals (Part 3)	
Frances Northcutt Green Assistant Dean	(Sign) <span style="float: right;">Date:</span>
Mike Essl Dean	(Sign) <span style="float: right;">Date:</span>
DSO	(Sign) <span style="float: right;">Date:</span>