

Memorandum to Admissions and Records

Please submit CPT form 2 weeks prior to start of employment.

Curricular Practical Training (CPT) Request Form

DATE: ___/___/___

TO: Hala Alkasm, Director to International Student Admissions

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:							[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"/> 1st	<input type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> Grad
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):	<input type="checkbox"/> Attached
<hr/> <hr/> <hr/>	
Department Chair Endorsement (Include specific courses and/or projects benefited by the CPT):	<input type="checkbox"/> Attached
<hr/> <hr/> <hr/>	

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