

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:	☐ BFA			
Have you completed CPT in a previous semester?	☐ Yes	☐ No	Class Standing at time of internship:	☐ SO	☐ JR	☐ SR
Employment Information (Part 2)						
Employer Name:						
Employer Address:						
Position Title:				Offer Letter Attached?	☐ Yes ☐ No	
Employment Terms:	☐ Full-Time (>20 hrs/wk) ☐ Part-Time (≤20hr/wk)			☐ Paid	☐ Unpaid	
Dates of Employment:	Start Date:			End Date:		
Position Description (List specific tasks/experiences and how they relate to your list of courses below): ☐ 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:
Adam Bell	
Director, Academic Advising signature:	(Sign) Date:
Adriana Farmiga	
Dean Signature:	(Sign) Date:
P/DSO Signature:	(Sign) Date: