



CURRICULAR PRACTICAL TRAINING EMPLOYMENT AUTHORIZATION FORM

Curricular Practical Training (CPT) is defined as employment that is an integral part of an established curriculum, such as an internship, cooperative education or practicum offered by sponsoring employers through cooperative agreements with CF. CPT employment may be paid or unpaid. Any full CPT authorization will be deducted from future Optional Practical Training (OPT) employment time. Visit our [online employment page](#) for details.

To be eligible for CPT, you must meet the following requirements:

1. You must have already complete one full academic year (9 months) of enrollment at CF.
2. The employment must be an integral part of your degree program. The employment, whether paid or unpaid, must be a registered class on your schedule or satisfy a graduation requirement.

STUDENT INFORMATION

CF ID No.: _____ Student Name: _____

Email: _____ Telephone No.: _____

Program of Study: _____ Expected Graduation Date: _____

Explain how the employment is curricular:

EMPLOYMENT INFORMATION

Job Title: _____ ☐ **Part-time** (20 hours/week or less) ☐ **Full-time** (20+ hours/week)

Requested Start Date (MM/DD/YYYY)

[no earlier than first day of the semester]: _____

Requested End Date (MM/DD/YYYY)

[no later than last day of finals]: _____

Employer Name: _____

Employer Address: _____

Street

City

State

Zip Code

ACADEMIC ADVISOR OR DEPARTMENT CHAIR RECOMMENDATION

Staff Member Name: _____ Extension No.: _____

Program of Study: _____ Expected Graduation Date: _____

For this CPT employment the student is:

☐ Satisfying a degree requirement

☐ Receiving credit in the following:

Course Code

Section Number

Comments:

By signing below, I confirm that this work experience is an integral part of the student's degree program.

Staff Member Signature: _____ Date: _____

Office Use Only:

☐ Approved ☐ Denied

DSO Processed by: _____ Date: _____