



Office of International Student & Scholar Services

F-1 Curricular Practical Training (CPT) Request Form

Student Information (Part 1)

Full Name: _____ Date of Birth: _____
Family Name *Given name*

Phone: _____ Email: _____

Program of study: _____ Major: _____

Education level: Bachelor Graduate PhD Other Have you completed CPT in a previous semester at Bard College? Yes No

Student Signature: _____ Date: _____

Employment Information (Part 2)

Company Name: _____

Start Date: _____ End Date: _____ Part Time CPT ≤ 20 hrs/wk Full time CPT > 20 hrs/wk

Employer Address: _____
Building # *Suite/Floor* *Street* *City* *State* *Zip*

Supervisor's Name _____ Supervisor's email: _____

Academic Department Recommendation

Curricular Practical Training (CPT) is work authorization for off campus employment in the student's field of study which is a required part of curriculum. The following must be completed by an academic advisor in order to be authorized for CPT. Please only endorse this form after the student has an offer of employment and verify that the employment is directly related to the student's current major/program.

Please verify the information above and complete the section below.

Student's expected program completion date: _____

Please check the box for the type of CPT you're recommending.

Required: All students in this program must complete an internship as a degree requirement (Specify course information if applicable)

Elective: The student will earn course credit toward the degree. (Course information required)

Course Title: _____ Credits: _____

I confirm the student's employment as described in Part 2 of this form will fulfill the requirements for this elective course or degree program.

Signature: _____ Date: _____