

CPT is an internship, practicum, field placement or other type of employment / service that is required for your degree

A. This section is to be completed by the student.

Family Name _____ First Name _____

RAM ID# _____ E-Mail _____

Field of Study _____ Visa Type _____

I am requesting approval for the following internship/employment:

Employment Start Date _____ Employment End Date _____

- Paid
- Unpaid

Student's Signature _____ Date _____

B. This section is to be completed by the department chair, academic advisor, or program coordinator.

The above-named student is requesting to participate in the internship mentioned above. In order to issue a recommendation, we are required to obtain the following information as well as:

- Offer Letter of Employment on company letterhead.
- The Academic Advisor's recommendation letter on department letterhead
- Completed sections A and B on CPT Approval form

Please verify the following three statements are accurate by checking them:

_____ The student is expected to complete his/her degree requirements by (mm/dd/yy) _____.

_____ The student is in good academic standing and is making normal progress toward degree completion.

_____ The proposed employment is related to the student's field of study and is commensurate to the level of study.

The student is expected to earn _____ credits for course number _____.

Academic Advisor's Signature _____

Date _____

C. Approval by the Office of International Education and Programs

I acknowledge that I have verified all the required documents – official transcript, paid receipt from student accounts, class schedule, updated resume, I-20 documents (if applicable) of the students and approve the above student to participate in CPT specified in Section A.

Samantha Somma's Signature _____

Date _____

Return completed form to:

**Office of International Education and Programs
Samantha Somma
Farmingdale State College
Laffin Hall Room 301
Phone: 631-420-2624
Samantha.somma@farmingdale.edu**