

**CPT is an internship, practicum, field placement or other type of employment / service that is required as part of the student's degree program.**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
RAM ID# \_\_\_\_\_ FSC Email \_\_\_\_\_  
Field of Study \_\_\_\_\_

I am requesting approval for the following off campus employment: Attach job offer letter

\_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
 Paid  Part Time  
 Unpaid  Full Time

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Academic Advisor Recommendation**

The above-named student is requesting to participate in off campus employment. The employment approval process requires the student's academic advisor to confirm the following: Please initial.

\_\_\_\_\_ 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 \_\_\_\_\_.

I recommend Curricular Practical Training. I certify that the training is an integral part of this student's program of study.

Academic Advisor (Print) \_\_\_\_\_

Academic Advisor (Signature) \_\_\_\_\_  
Date \_\_\_\_\_

**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, I-20 documents (if applicable) and approve the above student to participate in CPT.

P/DSO Name and Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return completed form to:**

Office of International Education and Programs  
sinnotj@farmingdale.edu