

Memorandum to Admissions and Records

Curricular Practical Training (CPT) Application for ARCH 193

Complete this form in INK (blue or black) only (forms filled out with red ink or pencil will not be processed)

DATE: ___/___/_____

TO: Hala Alkasm, Director of International Students & Scholars Office (ISSO)

FROM: Monica Shapiro, School of Architecture

RE: Curricular Practical Training (CPT) Application

Student information:			
Student's LAST name:	_____[PRINT CLEARLY]		
Student's FIRST name and MI:	_____[PRINT CLEARLY]		
Major >	<input type="checkbox"/> Bachelor of Architecture <input type="checkbox"/> Master of Science in Architecture		
Student's Rising year >	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> 5th <input type="checkbox"/> Grad

Internship Information:		
Offer Letter >	<input type="checkbox"/> Offer Letter is attached	
Employer >		
Position Title >		
Employment Terms	<input type="checkbox"/> Full-Time	<input type="checkbox"/> This is paid employment
Dates of Employment	Start Date: ___/___/_____ End Date: ___/___/_____	<input type="checkbox"/> This work is at least 8 weeks/ 300 hours

Position Description (list specific tasks/experiences) & how it relates to your curriculum:	<input type="checkbox"/> Attached

Acting Dean's endorsement (include specific courses and/or projects benefited by the CPT):	<input type="checkbox"/> Attached

Approvals:	
The internship above will provide valuable and applicable experience that is integral to the student's studies and program.	
Acting Dean's signature:	(Print) (Sign) _____ Date: _____
ISSO signature required (for international students only)	(Sign) _____ Date: _____