
- Registration for Skidmore course that requires practical training/internship. Your Skidmore records should show that you are registered for the internship for credit course.
- CPT employer form or letter from prospective employer stating internship title, hours/week and duties.
- Recommendation Request Form completed by both Student and Faculty/Sponsor that internship is directly related to student's major field of study.

Part I: (to be filled out by student)

Name: _____ Major/Department: _____

Class Year: _____ Degree Program: _____ BA _____ BS

CPT Employer Information

Employer Name: _____

Employment Location (physical address): _____

Employer Tax ID # (if available): _____

Name and Title of Supervisor: _____

Supervisor phone number: _____

CPT Begin Date: _____ **CPT End date:** _____

Description of how Employment/Training/Internship is directly related to student's major field of study (please print): _____

Curricular Practical Training (CPT) Recommendation Request Form

Part II (to be filled out by the Faculty Sponsoring the Internship for Credit)

Student Name: _____

Major/Department: _____ Degree Program: _____ BA _____ BS

The above-named student is applying for CPT to work off-campus. This may be given only if the employment meets certain criteria listed under the US immigration laws and regulations. To help us determine the student's eligibility for CPT, please fill out this section and sign below.

1. Has the student been enrolled full-time for at least 9 months in good academic standing?
_____ Yes _____ No
2. On what date is the student expected to complete his/her program of study? _____
3. I confirm that student will receive academic credit for this employment/internship/practical training.

Professor's Name: _____

Course Number: _____ Course Title: _____

Term in which course for academic credit will be taken: _____

Number of credits to be assigned: _____

I have reviewed the employer's internship offer letter from _____ and confirm that the internship is directly related to the student's major field of study.

Signature of Faculty Sponsor: _____

Name of Faculty Sponsor: _____

Title & Department: _____

Date: _____