

Application for Curricular Practical Training (CPT)

Note to Academic Advisor: Please fill out this form in its entirety as all information is required to provide legal work authorization for student. Curricular practical training is defined to be “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.”

Name of Student: _____
Family Name First Name

K-State E-mail: _____ Phone: _____ WID: _____

Student's Area of Study: _____ Student's Educational Level: _____

Student's Expected Completion/Graduation Date: _____

To be completed by the Academic Advisor or Major Professor:

Select which type of Curricular Practical Training (CPT) the student qualifies for (indicate one). **One of the below qualifiers must be met in order for CPT to be authorized. Please note, if CPT cannot be authorized based on lack of appropriate qualifier, the student does have another option for work permission in his/her field. Contact ISSS for additional information of alternative work permission.*

- ☐ 1. An academic internship is required of all students in this program in order to graduate.
- ☐ 2. An academic internship is not required, however it is integral to the curriculum and the student will receive academic credit for the course noted below.
- ☐ 3. Work experience gained from this internship is significant to the completion of the student's thesis or dissertation and the student is registered for the appropriate thesis/dissertation research course.

Please describe how this experience is integral to the student's academic program. Provide specific learning objectives & how this opportunity will enhance the academic studies. Examples for those requesting CPT to complete thesis or dissertation may include, but are not limited to, having access to technology only available to a particular company or research facility, that the training involves collecting data essential for completing the dissertation, etc.

Course Information:

Academic Department: _____

Student is registering for course # _____ during the _____ semester & will earn _____ credits to meet the CPT eligibility requirements. Note: If option 2 or 3 above are selected, enrollment in the course must be concurrent with the employment. Students must also continue to meet full-time enrollment requirements for the Fall and Spring semesters while on CPT.

For graduate students only: The student has completed all program requirements. *This means all requirements listed on the POS, which includes courses and required research hours necessary for degree completion.* _____ Yes _____ No

Employment Information:

Name of Cooperating Employer: _____

Dates of Employment: Semester CPT requested is
Start Date _____ End Date _____
(Dates from Advisor and Employer need to match. Start date should be in the future.)

Number of hours per week necessary to complete course objectives: _____ {part-time (20 hours or less) or full-time (over 20 hours)}
This experience will be ☐ Paid or ☐ Unpaid.

Advisor/Major Professor Name _____ Signature _____ Date _____

Email: _____ Phone: _____

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