



## Internship Coordinator (UG) or Faculty Advisor (Grad)

# CPT/AT REQUEST FORM

This application is to be used by an Internship Coordinator for undergraduate degree seeking students and Faculty advisors for graduate degree-seeking students to request CPT/Academic Training (AT) for a student.

**Please allow one week for processing.**

First Name, Middle Initial	Last Name	Student ID Number	MU Email
Current Address (U.S.) (Street Address, City, State, Zip)			
Name of Employer		Job Title	

### TO BE COMPLETED BY INTERNSHIP CORDINATOR (UG) or FACULTY ADVISOR (GRAD)

Please email directly to the Warfel Center for International Programs and Services *with the student copied*.

School or College: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Has the student completed all course requirements for the degree? Check appropriate box: ☐ Yes ☐ No

Credits Remaining to Graduate: \_\_\_\_\_ Anticipated Academic Program Completion Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Course Credit: \_\_\_\_\_

**CPT/AT is not allowed in the final term unless**

- a) It is required for a degree program; **OR**  
b) The student is fulfilling other course requirements.

#### Please Check One:

☐ As the student's advisor, I certify that this CPT/AT is a **required** part of the program, i.e. the program requires practical work experience in the field of study or the internship experience in the field of study meets *major* requirements for this degree program.

☐ As the student's advisor, I certify that this CPT/AT is a **non-required** part of the student's program and is directly related to the student's field of study.

*As the advisor, I hereby certify that I have read the job offer letter and consider the above employment to be an integral part of the student's curriculum. I have read the CPT/AT information available at the Warfel Center for International Programs and Services website for students [[here](#)] and faculty guide [[here](#)]. I understand that CPT/AT must have a valid purpose in the student's program of study; it is not meant to be a convenient employment opportunity, and may not delay completion of the academic program.*

\_\_\_\_\_  
Signature of Coordinator/Advisor (Completed in DocuSign)

\_\_\_\_\_  
Printed Name of Coordinator/Advisor

\_\_\_\_\_  
Email Address of Coordinator/Advisor

\_\_\_\_\_  
Coordinator/Advisor Campus Phone

\_\_\_\_\_  
Today's Date