

INTERNATIONAL STUDENT & SCHOLAR SERVICES – GLOBAL AFFAIRS

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Curricular Practical Training Application Form

SUBMIT THIS FORM, ALONG WITH:

- Internship offer letter or UConn internship placement documents
- Full time enrollment verification for all semesters attended from UConn Registrar: Request by phone, email, in person, or self-print: <http://registrar.uconn.edu/enrollment-degree-verification/> - select "All Semesters"
- Print out of course registration showing internship course (if earning credit for internship)

STUDENT INFORMATION

Family Name: _____ Given Name: _____ UConn ID #: _____

E-mail Address: _____ Phone Number: _____

Degree Level and Program you are currently studying in (e.g. MS Statistics) _____

Have you engaged in any previous CPT? Please include the degree level and dates below. Also include CPT completed at different schools/degree levels.

CPT 1 - Dates: _____ Degree Level: _____

CPT 2 - Dates: _____ Degree Level: _____

CPT 3 - Dates: _____ Degree Level: _____

EMPLOYER/SITE OF TRAINING ACTIVITY INFORMATION

Employer Name (Business/Organization): _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Address of Employment Site (If different): _____

Employer Telephone: _____

Employer Email Address: _____

Start Date: _____ End Date*: _____ Training is: Paid Unpaid

**If internship is for credit, the end date must be before the start of the next academic term (summer term included)*

How many hours per week is the training (maximum hours per week): _____?

Signature of student*: _____ Date: _____

**I understand that I cannot file I-9 until I have obtained CPT authorization, if paid position.*

CONFIRM HOW THE INTERNSHIP IS PART OF YOUR ACADEMIC PROGRAM

GRADUATE/PROFESSIONAL STUDY (UNDERGRADUATES, SEE NEXT PAGE)

GRADUATE SCHOOL

Full Time Directed Studies: GRAD 5930 GRAD 6930

Thesis/Dissertation Research: GRAD 5950 GRAD 5960 GRAD 6950 GRAD 6960

**If CPT is based on Thesis/Dissertation Research credits, Advisor must complete Appendix A)*

COLLEGE OF LIBERAL ARTS AND SCIENCES

BIST 5099 CDIS 5336 CDIS 5337 CLCS 5318 EEB 5891 GEOG 5890 GEOG 6800 HDFS 5010

HDFS 5088 HDFS 5761 HDFS 5762 HDFS 5763 HDFS 6895 HDFS 6995 MARN 6001

MATH 5850 PP 5390 PSYC 5301 PSYC 5302 PSYC 5304 PSYC 6141 PSYC 6300 PSYC 6301

PSYC 6302 PSYC 6304 PSYC 6310 STAT 5192 STAT 5099 IPP Program (MPA)

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES

GPAH 5317 NRE 6450 NUSC 5390

SCHOOL OF BUSINESS

MBA Field Study Internship Course MBA Experiential Learning Requirement MSFRM Experiential Learning Requirement OPIM 5500 HSMG 5891 OPIM 5894

NEAG SCHOOL OF EDUCATION

EDCI 5092 EDCI 5120 EDCI 5155 EPSY 5199 EDCI 5830 EDCI 6092 EDLR 5092 EDLR 6092

EPSY 5092 EPSY 5317 EPSY 5319 EPSY 5491 EPSY 5494 EPSY 6491 EPSY 6494 EPSY 6499

PT 5469 PT 5461 PT 5462 PT5463 PT 5464 PT 5466 PT 5467 PT 5468 EKIN 5091

EKIN 5518

SCHOOL OF ENGINEERING

Experiential Technology Entrepreneurship I Experiential Technology Entrepreneurship II

Third Bridge grant program (w/prior enrollment in Experiential Tech. Entrepreneurship I or II)

SCHOOL OF FINE ARTS

ART 5330 ART 5397 DRAM 5189 DRAM 5190 Internship Milestone (Design) MUSI 5323

SCHOOL OF LAW

Law School Clinic Externship Clinic Individual Externship LAW 7996

SCHOOL OF NURSING

NURS 4392 NURS 4492 NURS 4592 NURS 5169 NURS 5179 NURS 5369 NURS 5379

NURS 5389 NURS 5409 NURS 5419 NURS 5429 NURS 6180 Clinical Practice Year

SCHOOL OF PHARMACY

Industrial Internship Pharmaceutics degree requirement PharmD Professional Year

SCHOOL OF SOCIAL WORK

ADMN 5353 ADMN 5354 ADMN 5355 CORG 5353 CORG 5354 CORG 5355 CSWK5353

CSWK 5354 CSWK 5355 FED 5351 FED 5352 POPR 5353 POPR 5354 POPR 5355

UNDERGRADUATE STUDY

REQUIRED INTERNSHIPS

BA Women's Studies __ WS 3891

BS Pharmacy Studies __ Professional Year Program

BS Material Science and Engineering __ MSE 4901/4902/Capstone Project

BS Education __ EDCI 4250 Directed Student Teaching __ EDLR 3091 Internship

BS Nutritional Sciences __ NUSC 3180/3782/3823

BS NRE (Environmental Conservation) __ NRE 3690

BS Allied Health Sciences __ Dietetics (AH 3091) __ Medical Laboratory Sciences (MLSC

4312/4321/4322/4341/4342/4351) __ Diagnostic Genetic Sciences (6 Month Clinical)

UNDERGRADUATE ELECTIVE INTERNSHIPS -3xxx, 4xxx Courses

List Course Name _____ # of Credits _____

__ UConn Co-op (must attach Co-op approval paperwork)

CPT ELIGIBILITY: TO BE COMPLETED BY YOUR ACADEMIC ADVISOR

Curricular Practical Training is authorized for training that is part of the student's degree program. It must either be training for credit that will count toward the degree, training required for students in the program to graduate, or sponsored employment that is based on a cooperative agreement between the University of Connecticut and an outside institution as part of the established curriculum. *If the appropriate course/cooperative agreement is not listed below, please contact ISSS. The training may not be not eligible for CPT.*

Is the student ready to graduate? Yes No (If yes, student is not eligible for CPT)

What is the student's anticipated degree completion date?

End of **Fall/Spring/Summer** term (**circle one**) in year: _____ OR

____ / ____ / _____ (for Thesis/Dissertation students)
mm dd yyyy

The internship is (choose one):

Required to earn credit toward the degree

Required to graduate, but not for credit (e.g. Milestone)

Required for graduate student to complete thesis/dissertation (complete page 4, student must also be registered for appropriate credits)

Sponsored employment based on a cooperative agreement between UConn and outside institution (please specify): _____

Will the internship appear on the Plan of Study? Internships for credit, required non-credit internships, and graduate research credits must be on Plan of Study to be eligible for CPT. Yes No

I recommend that the above student be given permission to engage in Curricular Practical Training. The proposed training is integral to the established curriculum and will apply to the student's degree. The student has a good academic and theoretical background and needs Curricular Practical Training to engage in experiential based learning as part of his/her degree program.

Print Name: _____ Signature: _____ Date: _____

Phone: _____ Email: _____

Appendix A: CPT for Thesis/Dissertation Research

ACADEMIC ADVISOR APPROVAL:

Instructions to the Academic Advisor: This supplemental form is required ONLY for Master's Plan A and PhD students who request CPT for internships/training to complete their thesis/dissertation. To be eligible for CPT authorization the training must apply directly to the research (example, student needs data from the training in order to complete their thesis/dissertation) and the student must carry registration reflective of the activity during the period of training OR the research must consist of sponsored employment based on a cooperative agreement between UConn and an outside institution. Please give concise and specific answers to the following questions:

1. Please give the title (if determined) and briefly describe topic of the student's thesis/dissertation:

2. Please briefly describe the **work** that the student will be doing for the proposed training:

3. How does the proposed training apply **directly** to the completion of the student's thesis/dissertation (e.g. equipment not available at UConn required to complete research, access to data required)?

4. If this is a second request for CPT at the same training location, please explain why the first training was not sufficient to meet the research objectives of the student?

5. Will the student be able to meet the research objectives of the thesis/dissertation **without** the proposed training?

_____Yes _____No

Signature of Academic Advisor: _____

Date: _____