

## CURRICULAR PRACTICAL TRAINING

This form should be used for students who want to use Curricular Practical Training (CPT).

Be sure to follow all directions on our website at [westga.edu/isap/employment](http://westga.edu/isap/employment)

### SECTION 1: STUDENT INFORMATION

To be completed by the student.

<b>Applicant's Family Name (Last Name)</b>			
<b>Applicant's Given Name (First Name)</b>			
<b>Date of Birth</b>		<b>UWG Student ID</b>	917
<b>Phone Number</b>		<b>Expected Graduation</b>	
<b>Email Address</b>			
<b>Semester of CPT</b>	Fall (Aug-Dec)	Spring (Jan-May)	Summer (May-July)
<b>Degree Type</b>	Bachelors	Masters	Doctoral Certificate
<b>Major</b>			

### SECTION 2: INTERNSHIP INFORMATION

Employer's Contact and Information

<b>Name of Employer</b>			
<b>Employer's Address</b>			
<b>City</b>		<b>Zip Code</b>	
<b>Job Title</b>		<b>Number of Hours Per Week</b>	
<b>Job Start Date</b>		<b>Job End Date</b>	
<b>Brief Description of Type of Work</b>			
<b>Relation to Degree/Field of Study</b>			

*I am enrolled in the course listed by my advisor below during the semester(s) stated and understand that failing to complete the course voids work permission. If my permission is voided, I understand that this puts my F-1 status out of compliance.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SECTION 2: ADVISOR RECOMMENDATION

To be completed by the academic advisor approving the internship.

International students are able to complete an internship that is either required for their major or considered an integral part of their degree. Internships must be relevant to the student's academic program, and can be either paid or unpaid. Please provide the information listed below. The student must be enrolled in a course in order to complete the internship.

<p><b>How does this internship meet the student's academic achievement?</b></p> <p><i>(Attach additional pages if necessary)</i></p>			
<p><b>Has the student finished all program requirements?</b></p>	<p>YES</p> <p>NO</p>	<p><b>Is the internship expected to be full time or part time?</b></p>	<p>Full time (20+ hours)</p> <p>Part time (&lt;20 hours)</p>
<p><b>Course Information</b></p>	<p>Course Name: _____</p> <p>Course Number: (ex UWG 1111): _____</p> <p>Instructor: _____</p> <p>Credit Hours: _____</p>		
<p><b>This Internship is considered</b></p>	<p><input type="checkbox"/> <b>Required</b> (all students in this major must do an internship to satisfy the graduation requirements as listed in the degree catalog)</p> <p><input type="checkbox"/> <b>An Integral Part</b> of the student's curriculum and is relevant to their academic program</p>		

Advisor Name: \_\_\_\_\_

Advisor Title: \_\_\_\_\_

Advisor's Department: \_\_\_\_\_

Advisor's Email: \_\_\_\_\_@westga.edu      Extension: 9 \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Email completed forms to isap@westga.edu*