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**Part I (to be completed by the student)**

Name: \_\_\_\_\_ School/Academic Department: \_\_\_\_\_

Degree Expected: \_\_\_\_\_ Major or Field of Study: \_\_\_\_\_

Date of Expected Graduation: \_\_\_\_\_

By completing this form, I confirm I have received an offer of employment for the employer and dates listed below. I further understand that the CPT authorization is for this employer and these dates only.

**Proposed Employment:**

Name of CPT Employer: \_\_\_\_\_

Actual Street Address of Employer (No P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Employer Phone Number: \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_ End Date of Employment: \_\_\_\_\_  Full Time  Part Time

Duties of Job: \_\_\_\_\_

Have you ever been granted full time CPT before?  yes  no If yes, please provide dates: \_\_\_\_\_

**Part II (to be completed by student's academic adviser and/or dean)**

U.S. immigration regulations require that Curricular Practical Training be used by students for employment that is a required or an integral part of the curriculum. Please indicate the student's eligibility by checking one of the three options below and return the complete form to the student.

The proposed employment is based on a degree requirement.  
Please describe the requirement and indicate the reference in your school's bulletin:

The proposed employment is based upon the awarding of course credit.  
Please list below the course name, title, number of course credits, a brief description of the course requirements and method of evaluation:

The employment is necessary for the student's doctoral dissertation research. Please attach a letter on Yale letter-head written and signed by your academic advisor detailing how the proposed employment is essential for the development of your dissertation. Please obtain a signature from the Graduate School Associate Dean or Assistant Dean as confirmation that this activity is sanctioned by the Graduate School and that you will continue to be a registered student during the requested period.

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Academic Adviser Signature (not required for School of Music students only)

Date

Phone Number

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Associate or Assistant Dean of the Graduate School (required for PhD students only)

Date

Phone Number