

### REQUEST FOR ENROLLMENT IN ACADEMIC YEAR CPT

- Weitzman international students may petition their department for permission to pursue **part-time** CPT during the academic year. CPT eligibility and restrictions vary between programs; refer to the full policies at <https://www.design.upenn.edu/student-services/cpt-weitzman-students>
- Participating in CPT during the academic year requires enrollment in ARCH/CPLN/HSPV/LARP 6741. Students are registered for this course by the Weitzman Registrar after receipt of this form with the department chair/director's signature.
- There is no additional charge for this 0.2 CU. The 0.2 CU does **not** count towards the overall CUs required for the degree.
- 6741 is graded on a Satisfactory/Unsatisfactory basis. The S/U grade follows the regular semester grading timeline.
- The following attachments are required in order for the request to be considered: a) 1-2 page description of the internship; b) copy of the offer letter or other proof of opportunity, which must include the start and end dates for the position.
- Academic year CPT must be completed between the start and end dates of the term. Only one semester of CPT is approved at a time; approval in one semester does not guarantee approval in a future semester.
- After the student is enrolled in 6741, they must also apply for CPT approval through ISSS. Review ISSS CPT requirements [here](#). Under no circumstances may a student begin their internship without formal ISSS CPT approval. Failure to abide by these rules can result in a violation of the student's visa.

#### Student Information:

<b>Request Date:</b>	<b>CPT Requested for:</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring
<b>Full Name:</b>	<b>Penn ID:</b>
<b>Degree Program(s):</b>	<b>Expected Graduation:</b>
<b>Email Address:</b>	
<b>Were you a Full-Time student at Weitzman during the previous two terms?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Have you previously done a semester of CPT at Weitzman?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	

#### Internship Information:

<b>Organization/Firm:</b>	
<b>Supervisor:</b>	
<b>Supervisor Contact Information:</b>	
<b>Internship Start Date:</b>	<b>Internship End Date:</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Student signature confirms that student has read and understands the [CPT policy](#) on the Weitzman website.*

\_\_\_\_\_  
Department Chair or Program Director Name (Please Print) and Sign

\_\_\_\_\_  
Date