



The priority deadline to submit this form is June 9. If you are still awaiting an offer and will be applying late, you must discuss your circumstances with ISSO staff in advance. You must allow at least one week before your intended employment start date for the ISSO to process your application.

STUDENT INFORMATION

Student Name (as it appears in passport): _____

Email: _____ Campus Box: _____ Phone: _____

Declared Major(s): _____ Class Year: _____

List any previous dates of CPT: _____

Is your CPT in connection with PRAXIS funding? _____ Student ID#: _____

EMPLOYER INFORMATION

Company/Employer Name: _____

Company/Employer Address: _____

If you will be working remotely, please list the full address of where you will be located during the internship: _____

Internship Job Title: _____

Start Date: _____ End Date: _____ Hours per week: _____

PLEASE attach the employer's offer letter to this application.

An offer letter must include the following information:

- Your full name
Position title, and brief description of role
Number of hours per week expected
Company/organization name
Contact information for internship supervisor
Physical address where internship will take place
Dates of employment

CURRICULAR JUSTIFICATION

How is this internship integral to your curriculum? Please select one:

- I have applied for Internship Credit (IDP 117) through the Lazarus Center, and I have attached evidence of my registration to this application.
I will register for a Special Studies or Honors Thesis this fall/spring, which requires this internship in order to complete.
**Please note: All Special Studies require completion of "Educational Plan for CPT" Addendum.
This internship is non-credit-bearing, but is required for my Concentration. My internship relates both to this Concentration and to my major course of study.

- I will enroll in the Smithsonian Program in DC this fall semester, which requires completion of a field internship.
- I will enroll in the Picker Program in DC in the fall semester, which requires completion of a field internship. This internship will feed into my fall semester research project.

Please explain how this internship is directly related to your academic major course of study.

STUDENT & FACULTY SPONSOR CERTIFICATIONS

*I understand that my internship must be an integral part of an established curriculum at Smith College and must be related to my major course of study. I have or will register for or sign up for the required coursework, at latest, by the add/drop deadline for the relevant semester. I understand that I will not be eligible to transfer my visa to another institution until this coursework is complete, nor will I be eligible for any other off-campus work authorization. **Failure to complete this coursework for CPT is a violation of my immigration status and the Smith honor code, and I understand that such failure may result in the termination of my visa.** If I do not complete the required coursework, I will not be allowed to apply for CPT again while at Smith College, and I may also be held accountable to the college judicial processes.*

Student's Signature _____ **Date** _____

As a faculty sponsor, I understand that the above student must complete the above selected academic curriculum that incorporates the work of the internship into an academic course. By signing, I certify that this internship relates to the student's major course of study at Smith, and that I have met with the student to discuss their internship plans and curricular justification. I am in support of their participation in the internship and curricular justification listed above.

Faculty Sponsor's Signature _____ **Date** _____



COURSE INFORMATION

Title of Special Studies/Thesis _____

Department: _____ Course number: _____ Number of Credits: _____

Semester to be completed: Fall: _____ J-term: _____ Spring: _____

Name of Faculty Sponsor: _____ Email: _____

Department: _____ Phone: _____

COURSE-WORK DESCRIPTION

Academic credit for special studies must be given for academic work, not directly for the time spent in your internship. Please describe your proposed course-work, project, or paper that you will complete for credit as a Special Studies or otherwise. Your description should illustrate how your internship/practicum is integral to the academic work required for this coursework.

STUDENT & FACULTY SPONSOR CERTIFICATIONS

*I understand that if granted CPT, I must complete the Special Studies or Thesis Research project described above with my faculty sponsor. I will register for the required coursework, at latest, by the add/drop deadline for the relevant semester. I understand that I will not be eligible to transfer my visa to another institution until this credited course is complete, nor will I be eligible for any other off-campus work authorization. **Failure to complete this credited course after participating in CPT is a violation of my immigration status and the Smith honor code, and I understand that such failure may result in the termination of my visa.** If I do not complete the required coursework, I will not be allowed to apply for CPT again while at Smith College, and I may also be held accountable to the college judicial processes.*

Student's Signature _____ **Date** _____

As a faculty sponsor, I understand that the above student must complete a credited project that incorporates the work of the internship into an academic course. The number of credits is determined by the department, based on the level of work to be completed by this student. By signing, I certify that I am willing to support the student in the above course during the semester and on the topic stated, and that this internship relates to the student's course of study at Smith.

Faculty Sponsor's Signature _____ **Date** _____