

**HAMILTON COLLEGE**  
**APPLICATION FOR CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION**  
**\*\*Please complete the reverse side of this form\*\***

As an F-1 student seeking CPT, you must complete the ¼ credit internship credit process through the Career Center (see reverse side of this form). In addition, complete the information below, submit the additional documents listed in (I.), and procure a statement of support and approval from the chair of your department/program of concentration (II.). **You should also meet with the International Student Advisor to be sure you understand the requirements of CPT which includes student receipt of an updated I-20.**

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**I. Additional Submissions**

In addition to the required statements described on the APPLICATION FOR ¼ CREDIT INTERNSHIP, you must submit the following:

- A letter from the company on letterhead, specifying: the number of hours you will work per week, beginning and ending dates of employment, job description, physical location (address) of employment (a template is available).
- A brief statement from the chair of your department or program of concentration explaining how the internship is relevant to your studies. That statement may be inserted in (II.) below or on a separate sheet of paper, by email, etc.

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**II. Approval: Department or Program of Concentration**

As chair of the \_\_\_\_\_ Department/Program, I have reviewed the application and agree that this internship is suitable for the concentration and will help the student achieve his/her academic goals. *Please explain the relevance of this internship to the concentration.*

\_\_\_\_\_  
Department/Program Chair

\_\_\_\_\_  
Date

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**III. Authorization to Begin Internship/CPT [I-20 with CPT Authorization Issued]**

International Student Advisor \_\_\_\_\_

\_\_\_\_\_  
Date

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**IV. Awarding Credit**

**In addition to the letter from your supervisor, you must submit:**

- A final paper of 2-3 pages that addresses how the internship helped you achieve your goals.

Documents must be submitted to the Career Center and Dean of Students Office.

At the conclusion of the internship, the Dean of Students Office will place a note in your international student file when these documents are received and the ¼ credit has been applied to your transcript.

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\_\_\_\_\_  
International Student Advisor

Date: \_\_\_\_\_

**HAMILTON COLLEGE  
APPLICATION FOR ¼ CREDIT INTERNSHIP**

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I. Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(Title) (Phone) (Fax)

\_\_\_\_\_  
(Street Address) (City, State, Zip)

Term: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date by which Supervisor evaluation must be received: two weeks after end date of internship

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**II. Please submit on a separate sheet(s) of paper the following:**

1. A statement of one or more paragraphs discussing how the experience will help you meet your academic goals. Be sure to describe your academic goals and the manner in which the internship will help you meet those goals.
2. A statement clearly specifying the duties you will engage in as part of the internship.

**As part of the proposal process, you must meet with Allen Harrison, International Student Advisor (315-859-4021).**

*The Committee on Academic Standing will make its determination to award **credit/no credit** based on a letter of evaluation submitted by the internship supervisor and may include an interview with the student conducted by the Associate Dean of Students (Academic). The Office of the Dean of Students will place the supervisor's letter of evaluation in the student's permanent file. **Students may not apply credits earned for their internship towards requirements for their degree, including the regulation requiring completion of a minimum of 32 credits.***

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**III. Signed:**

\_\_\_\_\_ Student  
\_\_\_\_\_ Career Center  
\_\_\_\_\_ Associate Dean of Students for Academics

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Distribution: Dean, Student, Registrar, Career Center

**Note: This is a Hamilton College internal form only. A copy does not need to be sent to the internship supervisor as the supervisor only needs the internship approval letter and evaluation form.**