INTERNATIONAL STUDENT SERVICES
3000 NW 83rd Street
Building S, Room 310
Gainesville, FL 32606
Phone 352-395-5607/Fax 352-395-4484
international@sfcollege.edu

CURRICULAR PRACTICAL TRAINING (CPT)
DEPARTMENTAL RECOMMENDATION

All F-1 students intending to participate in an internship that is an integral part of his/her program must complete and submit this form to the Office of International Student Services (ISS) or email it at international@sfcollege.edu. The information requested on this form is required by Santa Fe College to authorize the CPT. Please submit this completed form along with the CPT application form.

Student Information

Last Name	First Name	SFID
E-mail	Degree Level	Major of Study

STUDENT: Do **NOT** complete any of the below information. It MUST be completed by your academic department.

ACADEMIC ADVISOR/DEPARTMENT CHAIR: The above mentioned student is applying for **CPT**.
To better evaluate the student's request, please assist this office by completing the following:

1. Has the student completed all course *and* credit requirements? YES NO
   a) Total number of credits required for degree: _____
   b) Number of credits completed prior to internship: _____

2. What is the student's expected graduation semester and year? Fall Spring Summer 20_____

3. The student must receive academic credit in order to be eligible for CPT authorization.
   a) Please list the course information: **Course No.:** _____ **No. of Credits:** _____

4. Is this internship required or optional for degree completion? REQUIRED OPTIONAL
   a) If *optional*, will these credits count towards the student degree requirements? YES NO
   b) If *optional*, are the objectives of the internship in direct relation to the student's major field of study and thus a relevant part of the degree program? ☐YES ☐NO

5. In brief, please describe how this internship is ACADEMICALLY relevant to the goals & objective of the student's major and degree program. A career-oriented answer is invalid.

By signing this form, I acknowledge that the student is making normal progress towards their degree completion.

_____

Academic Advisor's Signature **Title:** **Date**

_____

Print Name **Tel:** **Email:**