ISS / Office of Admissions – Santa Fe College
3000 NW 83rd Street
Building R, Room 109
Gainesville, FL 32606
352-395-5504
international@sfcollege.edu

CURRICULAR PRACTICAL TRAINING (CPT)
DEPARTMENTAL RECOMMENDATION

Last Name	First Name	SFID	Telephone Number
E-Mail	College	Major	Degree Level

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:**