

There are four stakeholders in this process:

Failure to secure these four steps would lead to a violation of your student status.

PLEASE ALLOW TEN DAYS FOR THE INTERNATIONAL STUDENT ADVISOR TO PROCESS YOUR CPT REQUEST.

YOU MUST HAVE CPT AUTHORIZATION BEFORE BEGINNING WORK.

1. The first step is to secure an internship

Student Name: \_\_\_\_\_ Hope ID # \_\_\_\_\_  
Cell Number: \_\_\_\_\_ MAJOR: \_\_\_\_\_

Course start date and end date: FORM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy mm dd yyyy

Check One:      ! Part-time (20 hours or less per week)  
                  ! Full-Time (21 + hours per week)  
Have you registered for the internship course?      ! YES                      ! NO  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_

Student is expected to complete the degree program by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

How will the student's work be evaluated for academic credit?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When will the student need to submit materials in order to complete the academic component of the work?  
\_\_\_\_\_

**\*\* Please attach a copy of the approved internship proposal\*\***

Faculty Advisor: Please check one:

! A course offered in the Hope College course catalog for which the student will earn academic credit.  
Course# \_\_\_\_\_ Title \_\_\_\_\_  
This course is (circle one): Mandatory / Elective for \_\_\_\_\_ credits  
Name of the course instructor: \_\_\_\_\_

! A Hope College required practicum or internship project  
To fulfill the degree requirement for a major in \_\_\_\_\_  
Does the proposed practicum or internship include an appropriate faculty supervisor and  
study plan to meet the degree requirement? (circle one) YES NO

Signature of Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Title: \_\_\_\_\_ Extension: \_\_\_\_\_

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