



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Part I: To be completed by STUDENT

LAST NAME FIRST NAME Panther ID: _____

Degree Level: ☐ Bachelor's ☐ Master's ☐ Doctorate ☐ Other

Employment Start Date: ____/____/____ (MM/DD/YYYY) Number of hours I will work each week _____

Part II: To be completed by ACADEMIC ADVISOR

Student's expected completion date: (Month) _____ (Year) _____ Cumulative GPA: _____

The student has completed _____ credits and needs to take _____ additional credits in order to graduate.

Hospitality Management ONLY: Has the student's Basic Training been completed and/or waived? ☐ YES ☐ NO

The above student must be enrolled in an internship, co-op or practicum course that is **required** by their academic program for all enrolled students.

Term	Year	Credit Hrs	Course Number	Course Title
Employment Details				
Employer (Company Name):			Supervisor:	
Street Address:				
City:		State:		ZIP Code:

I confirm that as the appropriate departmental representative the internship credits listed above are:

- ☐ A **required** part of the student's established curriculum. All students in the program must participate in an internship or practical training to complete their degree program requirements and to graduate.

Academic Advisor's Signature

Name (Print) _____ Title _____

Department _____ Phone _____ E-Mail _____

Signature _____ Date _____

** CPT in last semester (including summer): CPT location must be in South Florida. Student must enroll in a semester long in-person class or credit e.g. session C or session A and B combined. form effective 10/02/2026kp

Office of International Student & Scholar Services

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