



CPT Internship Authorization Request

This form is required for PhD students who wish to pursue CPT Internship

Dissertation and Department Chair signatures are required.

Please note that CPT Internships are never authorized in a student's final semester

INSTRUCTIONS FOR CPT INTERNSHIP AUTHORIZATION REQUEST – INTERNATIONAL PhD STUDENTS

As stated on this form, CPT Authorization requires that the student be registered for the course associated with the CPT Request -- such as Doctoral Fieldwork (ENGR 9700) – for all applicable terms. If your CPT Request is approved, the Graduate School of Engineering will register you for the appropriate course.

PART I: STUDENT INFORMATION

Complete the Office of Global Services CPT Authorization Request e-Form through the myOGS system. To access the e-form, click on the link for CPT Authorization Request Form found on the OGS website under Current Student Forms / Employment Forms / Curricular Practical Training.

PART II: DISSERTATION

Student and Dissertation Advisor: Complete and sign the Graduate School of Engineering CPT Internship Authorization Request form. Attach to this form a copy of the offer letter or other official proof of internship on company letterhead.

Dissertation Advisor: Attach to this form a letter describing how the internship is integral to the student's dissertation research. The letter must be on department letterhead and signed.

PART III: REGISTRATION REQUIREMENTS

Submit the completed Graduate School of Engineering CPT Internship Authorization Request form, letter from the company, and letter from Dissertation Advisor to your Department Chair for review. If approved and signed by your Department Chair, submit these documents to the Graduate School of Engineering for review. Do not submit these documents into the myOGS system.

The Graduate School of Engineering will review all documents and approve or deny the CPT Request through the myOGS system.

Approved requests are then reviewed by the Office of Global Services for final authorization.

Policy on CPT Internship Authorization: <http://www.coe.neu.edu/student-services/graduate-school-engineering-policy-cpt-f-1-students>

Extensive information on CPT and using the myOGS e-form are found on the OGS Website:

<http://www.northeastern.edu/ogs/home/work/off-campus/cpt>

CPT Internship Authorization Request

Name _____
Last or Family Name First or Given Name

NU ID: _____ E-Mail: _____@husky.neu.edu

Current Program/Concentration: _____

Student Signature: _____
Date

Name of Company _____ Duration of Internship: _____
Start date End date

STUDENT:

1. Attach a copy of the offer letter or other official proof of internship on company letterhead.
2. Complete OGS CPT Request Form.

DISSERTATION ADVISOR: Attach to this form a letter describing how the internship is integral to the student's dissertation research. The letter must be on department letterhead and signed.

REGISTRATION REQUIREMENT: CPT Authorization requires that the student be registered for the course associated with the CPT Request for all applicable terms.

Dissertation Advisor:

Signature Print Name Date

Department Chair:

Signature Print Name Date

Graduate School Approved Denied No Action Returned for additional information

Comments to student: _____

Graduate school authorization _____ Date _____