

Rutgers, The State University of New Jersey
Graduate Program in Electrical and Computer Engineering

Curricular Practical Training (CPT) Request Form

Note: Please email the completed form together with the required attachments to the ECE Graduate Director (ecegraddirector@soe.rutgers.edu) for confirmation. Once you receive the confirmation, please apply for the CPT through Rutgers Global (<https://global.rutgers.edu/employment#PracticalTraining>).

Student Name: _____ RUID: _____ Degree Program (MS/PhD): _____

Email Address: _____ The semester of the CPT request: _____

Do you have a GA or TA appointment that overlaps with this CPT appointment? _____

Coursework Completion Date (mm/dd/yyyy): _____

(Note: this is the last day of the semester when you completed or anticipate completing all the classroom-based course credits. Please refer to the Graduate Handbook for detailed requirements.)

Degree Requirement Completion Date (mm/dd/yyyy): _____

(Note: this is the date when you completed or anticipate completing not only the classroom-based course credits but also all other degree requirements. Please refer to the Graduate Handbook for detailed requirements.)

CPT course title, catalog number, number of enrolled credits, and name of the instructing faculty:

An explanation of why the employment is required to fulfill degree requirements:

An explanation of the practical training you will undertake as part of the CPT:

Student Name (Print)

Student Signature

Date

Attachment: The appointment letter signed by the employer, with the job description and start & end dates of the internship.

----- **For PhD student and MS thesis student only** -----

Advisor Name (Print)

Advisor Signature

Date

Attachment: A letter from your advisor, which describes the practical training and certifies that the CPT will be an essential part of your MS thesis or PhD dissertation.