

Stuart School of Business Career
Management Center
565 W Adams St., 4th Floor,
Chicago, IL 60661
Ph: 312-906-6555/6542
Email: care@stuart.edu

Step 3

Career Management has provided me with a signed version of the **Internship Authorization Form**

I have registered for the internship course (this **MUST** be done before seeing the Office of Global Services).

I have submitted approved CPT documents to the [Office of Global Services](#) (Offer Letter, Internship Authorization form & Advisor Recommendation form)

(Office of Global Services hours for Main Campus: Monday-Friday from 10AM- 5:00PM| 10W35th St, Galvin Tower, (2nd floor), Suite 2C8-1, Chicago, IL 60616. Please email: global@iit.edu or call the Office of Global Services directly to schedule an appointment at 312.567.3680)

Step 4

I have received my updated I-20 from the Office of Global Services.

I have submitted a copy of my updated I-20 to my employer.

Global Services Approval	_____
Date	_____
Signature	_____
119	_____

ADVISOR'S RECOMMENDATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

I. To be completed by the STUDENT:

Last Name: _____ First Name: _____

Illinois Tech Student ID: _____ SEVIS ID (For International students only): _____

Degree: MBA MBA Business Analytics MBA Quant MPA MPAA MSF MSFE EDA MAX
 SAM MGMT PM MFE MSTE MS-MSC PhD BS

Telephone: _____ Email: _____

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Position Title: _____

From (mm/dd/yy): ____ / ____ / ____ To (mm/dd/yy): ____ / ____ / ____

CVC Initial Here: _____

Number of hours per week (please check one):

Full-time (more than 20 hours/week) OR Part-time for _____ hours per week (indicate # of hours)

Expected completion date of all degree requirements (month/year): ____ / ____

Have you registered for at least one on-campus academic course during this semester? Yes No
(Applicable only for Fall/Spring semesters)

How did you hear about this position? _____

Residency status: F-1 Visa J-1 Visa Other (specify) _____

II. To be completed by the STUDENT:

Students must complete the [CPT Academic Verification Form](http://bit.ly/1rZxSLA) (accessible online at <http://bit.ly/1rZxSLA>) at least 1 business day before sending their paperwork to their Academic Advisor.

CPT Academic Verification Form responses will be attached by your advisor to your signed Advisor Recommendation Form.

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ADVISOR'S RECOMMENDATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

III. To be completed by the ACADEMIC ADVISOR:

GPA

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STUDENT AGREEMENT

CURRICULAR PRACTICAL TRAINING (CPT)

To be signed by the student

By signing below, I agree to adhere to the following policies of the Illinois Tech

EMPLOYER INFORMATION

CURRICULAR PRACTICAL TRAINING (CPT)

TO BE FILLED OUT BY THE EMPLOYER:

Company

Internship Work-site Supervisor Name

Position Title

Company Mailing Address

City

State

Zip code

Company Work Site Address (if different from above)

City

State

Zip code

Phone

Fax

Supervisor's email

Company web page

Student's Name

Student's Position Title

Department (if applicable)

Are students with Permanent Resident status or an F-1 visa eligible for permanent employment opportunities with this company?

Yes

No

Please select which programs your organization would be interested in hiring for internships and full-time roles:

- MB in Business Administration
 - MB in Business Analytics
 - BA in Quantitative Finance
 - MS in Sustainability and
 - MS in Finance
 - MS in Business Economics
 - BA in Economics
- Management
Management

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CO-OP/INTERNSHIP AUTHORIZATION FORM

CURRICULAR PRACTICAL TRAINING (CPT)

Last Name: _____ First Name: _____

Student ID#: _____ GPA: _____

Degree:	MBA	MBA Business Analytics	MBA Quant	MPA	MPAA	MSF	MSFE	EDA	MAX
	SAM	MGMT	PM	MTE	MSTE	MS-MSC	PhD	BS	

Company Name: _____ Location: _____

Job Title: _____