Faculty Agreement to Supervise
Curricular Practical Training (CPT)
Independent Study Academic Paper

Student Name: ______________________________
Class of: ________________________________
Employer: ________________________________ for summer of: ________________

- The CPT Independent Study will be added to your schedule in the fall following your summer work experience.
- Submit this form to the Registrar’s Office before the end of the add/drop period of your fall semester.
- The academic paper, for which the CPT credit is given, must be completed by the end of the fall term. The advising faculty member must submit a grade to the Registrar’s Office by the end of the fall grading deadline (usually one month after the date of the last scheduled in-class exam).

Please briefly outline your proposal for your CPT:

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To be completed by Law faculty supervisor (grades for CPT are pass/fail only).
I agree to supervise the 1-credit CPT Independent Study as described above:

Law Faculty Supervisor Name:
Signature:
Date:

Curricular Practical Training (CPT) Checklist
https://global.upenn.edu/iss/cpt

- Work with full-time law professor who will supervise the writing of an academic paper on a subject related to your summer employment
- Register for CPT Independent Study – Academic Paper for 1 credit (earned in the Fall). The CPT Independent Study will be added to your schedule in the fall following your summer work experience.
- The faculty member must submit a grade (Pass/Fail only) to the Registrar’s Office by the end of the fall grading deadline
- Will not satisfy the substantial writing requirement
  1. Identify full-time faculty member and draft paper proposal in the spring semester.
  2. Obtain a copy of your official offer letter on company letterhead that is signed by the prospective employer. A photocopy is acceptable. The letter should include the employer’s name, full address, dates of employment, and duties.
  3. The CPT electronic request form is available in iPenn. After you log in with your Pennkey, you will find "CPT Request" under Student Services in the left menu. Select fall semester for your CPT (we do not hold summer classes).
  4. As part of your iPenn eform submission, scan and upload the following:
     - Copy of your passport
     - Copy of your I-94 card (front and back if issued paper I-94) or US entry/admission stamp in passport (if issued electronic I-94) Refer to the automated I-94 process
     - Copy of your official offer letter
  5. **You must obtain CPT authorization before commencing employment.**
  6. Submit written proposal and CPT form to the Registrar’s Office in the spring semester usually in March.
  7. Nicole Federico is the Penn Law contact for the iPenn CPT Request form