

**Directions:** Please read and complete all questions on this form before submitting. This form must be submitted with your offer letter. Please type. Do not handwrite. Send to [cpscoop@northeastern.edu](mailto:cpscoop@northeastern.edu).

Your name & NU ID:

1. What kind of CPT are you requesting?
  - a. Is this an extension of a current position within the same quarter/semester?  
View/submit this form: <http://bit.ly/2nRcsHA>
  - b. Is this an extension of a current position within a new quarter/semester?  
View/submit this form: <https://www.northeastern.edu/ogs/home/forms/>
  - c. Is this a new CPT request with a new coop?  
View/submit this form: <https://www.northeastern.edu/ogs/home/forms/>
2. Did you find this position in NuWorks? Please provide Job ID:
3. Did you find this position outside of NuWorks? [If YES, please follow these steps](#). Did you complete these steps? YES or NO.
4. Job Title:  
  
Job Description:
5. Primary Employer (who will be paying you) *\*if you have worked with a staffing agency this is where you will enter their information\**:  
Company Name:  
Address:
6. Secondary Employer (if applicable) where you will be working/reporting to?
  - a. Company Name:
  - b. Address:
7. Hours per week:

8. Salary/Hourly Rate:

9. Employment Start and End Dates \***Must align with the quarter term you are requesting**\*:

10. Supervisor Information:

- a. Name and Department:
- b. Email and Phone:

11. Current program end date \***you cannot request CPT for a date that is past your program end date!!**\* :