

CPT Placement Document

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.

Tips for a perfect application:

- Co-ops must directly relate to your course of study and curriculum.
- **Make sure you are applying in 3 month increments.** CPT MUST align with the academic term. The start and end dates on the website reflect this and are non-negotiable.
- In the CPT request form, there is a section for training dates. Do not put the full duration of your co-op in this section. Unless you have designated dates where there is a formal training, leave this section blank.

General suggestions when engaging with our office

- We advise students to submit their application AT LEAST 3 weeks before their start date; however, the volume of applications and any necessary corrections can impact this timeline.
- Waiting for your application to be either approved or denied can make you feel anxious. We understand! That said, it is not an automated process. Each application is reviewed individually by a co-op advisor to ensure that it complies with university and federal policy. If there is an issue with your application, we will let you know. Once it is reviewed, you will receive an email with the result.
- Co-op applications are reviewed during regular business hours and not on weekends, federal holidays, and university closures.

Your name & NU ID:

1. What kind of CPT are you requesting?

Is this an

- Extension of a current position within the same quarter/semester?
- Extension of a current position within a new quarter/semester?
- A new CPT request with a new coop?

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!!*** :