



# BROWN CIS IT Service Center

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## Students: Create and submit a CPT Request

Jason Orrill - 2020-07-17 - 0 Comments - in ASK

Students in Professional tracks are required to complete two internship experiences. As part of this, they must submit a CPT Request for their advisor to approve. The CPT Request documents the company, position, and hours of the student's experience. The document will be stored electronically in ASK, and tracked by The Office of International Student & Scholar Services (OISSS).

### Creating the CPT Request

To create a CPT Request, log into ASK and go to **Degree Progress > Declarations > My CPT Requests**, then click the **New CPT Request** button.

Your CPT Request will require the following information:

- Employer name
- Your job title
- Number of hours per week
- Start date of employment
- End date of employment
- Description of internship and job duties
- Relevance to your undergraduate concentration
- Uploaded job offer letter
- Indication whether this is your first or second internship

If you want to save the document as a draft, you may click the **Save** button.

When you are ready for your advisor to review and approve the request, check the box next to "My portion of the CPT form is complete..." and click the **Save** button. ASK will automatically notify your advisor that there is a CPT Request to be approved.

### Retrieving your CPT document

Once your advisor has approved the CPT Request, you will be able to download a PDF file for your records.

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