 International Student Services @ The Center for Global Learning

# CPT Cooperative Learning Agreement

Curricular Practical Training (CPT) provides international students the opportunity to obtain “hands on” experience that aligns with their course of study. This agreement must be completed and submitted to the relevant program director as well as to the Center for Global Learning, along with a copy of the job offer letter and completed CPT Recommendation Form.

## Student Information

Last

Name:

First

Name:

Student

ID

Number:

Mobile

Phone Number:

Major

/Department:

Level

of

Study:

Bachelor’s



Master’s

Ed.D.

Requested

CPT

Start

Date:

Requested

CPT

End

Date:

Student

Signature:

Today’s

Date:

Check

one:

Initial

CPT

Request

CPT

Renewal

CPT

Change

CPT

Company

Name:

## Employer Attestation

The student listed above has requested permission to gain CPT experience at your work site. *Please note: failure to fully complete this form will prevent the student from beginning his or her internship/work experience.*

This Cooperative Learning Agreement details that as the supervisor, you understand that the student’s internship/practical training with your organization is contingent upon the following:

  The position must be an integral part of the student’s course of study.

  The position must take place at the designated worksite location.

 The student’s employment must align with the academic term. The student cannot start sooner or end later than the approved dates.

  If the student is approved for part-time CPT, the student may work no more than 20 hours per week.

 If the student is approved for full-time CPT, but subsequently does not work more than 20 hours per week, the experience will still count as “full-time” for immigration reporting purposes.

 If the student’s part-time or full-time status changes, the student must submit written confirmation of the change (including the dates the change will become effective) to Saint Peter’s on company letterhead before any updates can be made on the student’s I-20 and the change will be authorized.

  The student must maintain lawful F-1 status. Failure to do so will result in loss of CPT privileges.

  The student must only work within the authorized CPT dates as listed on his or her I-20 document

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**CPT Cooperative Learning Agreement (continued)**

## Placement Information

Company

Name:

Company

Street

Address:

**Suite**

Company

City,

State

and

Zip

Code:

This

position

is

please

(

check one):



Full-Time (>

20

hours/week)

or

Part-Time

(

≤

20

hours/week)

If the address above is not the student’s worksite location, please enter the worksite address:

|  |
| --- |
| Work Site Street Address:  |
| Work Site City, State and Zip Code:  |

Saint Peter’s University approves CPT on an academic year basis. If CPT should continue with the same employer for subsequent academic years, then the student is required to complete a CPT Renewal Application before CPT can be extended.

This signed Cooperative Learning Agreement signifies you acknowledge that this employment authorization is directly connected to the student’s international F-1 status. This Placement serves as an agreement between you and the University, and it requires you to adhere to the eligibility and regulations associated with this practical training benefit and assume all workplace liability. Failure to do so may result in the loss of future collaborations between Saint Peter’s University and your company and loss of F-1 status for the student.

Upon signing, I understand and acknowledge that this document serves as a CPT Cooperative Learning Agreement with Saint Peter’s University and agree to the aforementioned terms.

|  |
| --- |
| CPT Company Name:  |
| CPT Contact Full Name:  |
| CPT Contact Title:  |
| CPT Contact Email:  |
| CPT Contact Phone:  |
| CPT Contact Signature: |
| Date:  |

Please return this form to the student intern, along with an official job offer letter that:

1. Is written on company letterhead
2. Specifies the employment address (street, city, state, & zip code)
3. Includes the student’s name, job title, job description, and the exact dates of CPT employment
4. Specifies if the employment is full- or part-time

 i. if part-time, the number of hours per week he/she will work

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