



Curricular Practical Training (CPT) Cooperative Agreement

International students are allowed to be employed in the United States under the Curricular Practical Training (CPT) as long as the employment is an integral part of the student's curriculum. This is an agreement among the employer, Washington University of Science and Technology, and the student to facilitate the authorization of CPT for the requested term as such:

- 1. The employer is responsible to provide appropriate work & training opportunities during the internship period.
2. The employer is responsible to provide regular feedback/evaluation of student's progress at work to the Washington University of Science and Technology.
3. The student is responsible to adhere to employer's Policies & Procedures while employed.
4. The student will play active part in the learning objectives of the CPT.
5. The faculty advisor assigned to review the CPT is responsible to provide guidance as necessary.
6. The job opportunity is within the SEVIS regulated 200 mile distance from the school or is a remote position.

Personal Information form with fields for Student ID, SEVIS ID, Last name, First name, Street Address, Apartment #, City, State, Zip Code, Telephone, Fax, Email, and Currently Enrolled in.

Employment History form with fields for Have you previously had CPT?, Were you Employed on Campus?, and a section for indicating the quarter(s) and year(s) if CPT was had prior to this request.



Proposed CPT Information		
Company Name:		
Supervisor Name and Job Title:		
Physical Work Address:		
City:	State:	Zip Code:
Telephone:	Fax:	
Supervisor's Email:		
Internship/Employment Job Title:		
Job Description (How is this job related to your studies?)		
Client Name and Location(if any):		
Employment Start Date	Employment End Date	Number of Working hours per week
<input type="text"/>	<input type="text"/>	<input type="text"/>



Eligibility Requirements

Eligibility Requirements for Transfer Students:

- Must have completed: 1 Academic year of study in USA.
- No CGPA requirement at the time of application. Must maintain SAP afterwards.
- Must produce satisfactory work output for the employer.
- Clear any outstanding balance.

Eligibility Requirements for Initial/Current Students:

- Must have completed: 1 Academic year of study in USA.
- Met minimum CGPA of the program at the time of application. Must maintain SAP afterwards.
- Must produce satisfactory work output for the employer.
- Clear any outstanding balance.

Requirements for Companies:

The Company is expected to report work place violations as following to Washington University of Science and Technology DSO and Faculty:

- poor performance
- work ethic,
- punctuality
- accident/incident etc.

The company is also expected to provide feedback to Washington University of Science and Technology on how to improve training of future CPT candidates.

Requirements for WUST

- Maintain valid CPT documentation as part of student's record.
- Work with student and employer during the CPT period to ensure satisfactory results.

I understand that If my work authorization is voided and if I continue to work, my SEVIS record will be terminated, and I will be out of status. Additionally, I verify that I have read the CPT requirements and instructions for authorization and understand the rules pertinent to Curricular Practical Training (CPT).

Student's Signature	Date
Academic Department's Signature	Date
Job Verification	Date



Documents Checklist

Please complete the Checklist before submitting the CPT application to the International Students office

- Complete CPT Cooperative Agreement with all signatures
- Internship/Employment Offer Letter on Company's Letterhead and should include:
 - o Employer name
 - o Employer Address – and location where student will work
 - o Employment Start Date and End Date
 - o Position Title
 - o Position Description, job duties
 - o Number of Hours Expected to Work Per Week (Part-time/Full-time)
 - o Name and job title of your Immediate Supervisor

- Academic Advisor or Head of the department's recommendation letter that references how the internship you have obtained is integral to your field of study and what you will need to produce in order to receive academic credit for this experience

FOR DSO USE ONLY

- Application Complete

DSO Signature

Date

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