



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, IGlobal University 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 IGlobal University.
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.

Personal Information	
Student ID:	SEVIS ID:
Last name:	First name:
Street Address:	Apartment #:
City	State Zip Code:
Telephone:	Fax:
Email:	
Currently Enrolled in:	

Employment History	
Have you previously had CPT? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you Employed on Campus? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you had CPT prior to this request, then please indicate the quarter(s) and year (s):	



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 and Expected Learning outcomes		
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 Student:

- Must have completed: 1 Academic year of study in USA*
- Must have completed: All 100 and 200 level courses (for undergraduate students)
- Must have completed all Core courses (for graduate students)
- Must maintain a minimum of a 3.0 GPA.
- Must produce satisfactory work output for the employer.

*Transfer-in students could be eligible as early as the beginning of the first term if s/he has completed one (1) academic year of study in USA and brings enough transfer credits to match all 100 and 200 level courses (for undergraduate students) OR brings enough transfer credits to match all core courses (for graduate students).

Requirements for Companies:

The Company is expected to report work place violations as following to IGlobal University DSO and Faculty:

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

The company is also expected to provide feedback to IGlobal on how to improve training of future CPT candidates.

Requirements for IGU

- 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
Company Supervisor’s Signature	Date
Academic Department's Signature	Date
Financial Office Signature	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:
 - Employer name
 - Employer Address – and location where student will work
 - Employment Start Date and End Date
 - Position Title
 - Position Description, job duties
 - Number of Hours Expected to Work Per Week (Part-time/Full-time)
 - 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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