



CPT Cooperative Agreement & Employment Authorization

PURPOSE OF THIS FORM

This form is designed to formally establish a cooperative training agreement/relationship between the Employer and Texas Wesleyan University for the benefit of students enrolled in the University's various academic degree programs.

CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is temporary authorization for practical training directly related to a student's major field of study. CPT is a type of off-campus employment authorization that enables F-1 students to take part in an internship, co-op, field placement, practicum, or work/service experience that is integral to the curriculum. Students are required as part of the Applied Master's programs at Texas Wesleyan University to maintain eligible CPT employment for the duration of their program. Students participate in a program's coursework and are required to be employed in a training position related to their program. Activities of a regularly scheduled employee in the field of the program are an integral component of the program's curriculum.

CPT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations. Regardless of payment or compensation associated with the position, an F1 student must apply for CPT authorization if they intend to work off-campus as an integral part of their established curriculum. CPT authorization is granted only during a student's enrollment in an academic program. Texas Wesleyan University determines eligibility for and authorizes CPT employment. A student authorized for CPT may only be employed by a specific employer, at a specific location, and for specific dates as approved by Texas Wesleyan University. Any changes in employment (i.e. employer, employment location, dates of employment, etc.) require a new CPT application. **Students may only begin employment after receiving authorization that will be recorded on a new Form I-20. Students cannot begin working until authorized on page 2 of their I-20 by the Texas Wesleyan University Designated School Official (DSO) and the start date on page 2 of their I-20 has commenced.** Students must stop working by the end date of their authorization or upon changing or terminating their employment with their company.

DEADLINES

CPT authorization must be granted on a new Form I-20 before the student may begin employment. Processing time of CPT authorization requests is 3 business days from the time this application for CPT is submitted.

SELECT DEGREE PROGRAM

Applied MBA

MS Computer Science (Availability TBD)



STUDENT SECTION

INFORMATION FOR F1 STUDENTS REGARDING CPT

- CPT can start up to 30 days prior to the initial start date of the program (first day of the first term).
- Your CPT must be related to your degree program and area of study.
- You must be enrolled in Applied Master's courses to be eligible for CPT.
- CPT can be authorized for up to 12 months at a time.
- If you accumulate more than 11 months and 29 days of full-time (more than 20 hours per week) CPT authorization, you lose eligibility for Optional Practical Training (OPT).
- You may complete more than 12 months of part-time (20 hours or less per week) CPT without affecting OPT eligibility.
- **You cannot begin working prior to the CPT start date listed on page 2 of your I-20. SUBMISSION OF THIS FORM DOES NOT CONSTITUTE AUTHORIZATION.**
- Students are required to report any change in employment immediately to the Texas Wesleyan University DSO.
- A student must submit the following items to request CPT authorization:
 - CPT Cooperative Agreement and Employment Authorization Form (this form)
 - Employment Offer Letter: The student's employment offer letter must be on official company letterhead and include the employer's name, full address, the student's position, and employment dates.
 - Job Description: The student must provide a complete job description outlining the position title and position description.

CHECK ONE

Initial CPT Request

CPT Change

CPT Renewal

CPT Renewal Students: If nothing has changed regarding current employment for which CPT is authorized, student may sign and submit renewal completing just the Student Section of this form. Student attests that there have been no changes to employment status or conditions relative to original CPT authorization.

NAME

First Name

Middle Name

Last Name

TXWES Student ID Number

Program of Study

CPT DATES

Requested CPT Start Date

Requested CPT End Date

(not to exceed 12 months from requested start date)

The CPT Start Date cannot be prior to 30 days preceding the initial start date (first day of the first term).

Student Signature

Date



Employer Section

The student listed above has requested permission to gain CPT experience at your work site. Failure to fully complete this form will prevent the student from beginning his or her CPT experience.

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

- 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 cannot start sooner, or end later than the approved dates presented on the student’s I20.
- 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 Texas Wesleyan University on company letterhead before any updates can be made on the student’s I-20 and the change authorized.
- The student must maintain lawful F-1 status. Failure to do so will result in the loss of CPT authorization.

Employee/Company Name

Supervisor Name & Title

Supervisor Phone Number

Supervisor Email

Physical Address of Student’s Employment Location

Number & Street

City

State

Zip

Students Position/Title

Work Hours

I understand that the job will be training performed in satisfaction of degree requirements. I attest that I have read this form and fully understand the integration of study to work in this program. I understand that the student must attend mandatory class sessions at Texas Wesleyan University and failing to do so may result in dismissal from Texas Wesleyan University and the termination of the student’s SEVIS record, which subsequently results in immediate termination of CPT. I understand and acknowledge that this document serves as a Cooperative Practical Training Agreement with Texas Wesleyan University and agree to the terms described above.

Supervisor Signature

Date