Collaborative Practical Training Agreement

*This agreement and the stipulations herein have been developed and established by Tennessee Wesleyan University for the purpose of reviewing a student’s request for Curricular Practical Training (CPT). As such, it is understood that the University also agrees and will comply with the stipulations set forth in the CPT 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 with each initial CPT application. **Please note that CPT applications take 7-10 business days to be processed.**

**Requests to expedite applications cannot be accepted**.

*\*\*\*Once completed the student and the employer will need to retain a copy of the signed document for their records\*\*\**

# Student Section

Student Full Name:

Student TWU ID Number:

Student SEVIS ID Number:

Term and year you are applying for CPT (ex. Fall 2018)

Program of Study:

In the space below please provide a brief explanation of how the position for which you are applying for CPT approval directly relates to your program of study. If needed, please refer to the Academic Course Catalog: Graduate Programs on <https://www.tnwesleyan.edu/academics/graduate-programs.php.> Please be sure to write clearly and legibly!

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 their internship/work experience.***

This Collaborative Practical Training Agreement details that as the supervisor, you understand that the student’s internship/practical training with your organization is contingent on the following:

* The position must be an integral part of the student’s course of study.
* The student must submit an offer letter with a detailed job description included on the letter or attached as an addendum.
* The explanation provided by the student above accurately reflects his/her day to day responsibilities and how those responsibilities directly connect to the student’s program 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 and must have an I-20 with authorized CPT in-hand before employment can start.
* If the student is approved for part-time CPT, the student can only work up to 20 hours per week.
* If the student is approved for full-time CPT (21 or more hours per week), and 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 became effective) to TWU on company letterhead before any updates can be made on the student’s I20.
* The student must maintain lawful F-1 status and be in good academic standing with the University. 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.

PLACEMENT INFORMATION

Company Name:

Company Street Address:

Company City and State:

Company Zip Code:

Company Phone:

This position is (please check one):

Full-Time

Part-Time

Requested student employment start date (cannot be prior to the student’s orientation date, if applicable): If the address above is not the student’s worksite location please enter the worksite address.

Work Site Street Address:

Work Site City and State:

Work Site Zip Code:

*Tennessee Wesleyan University approves CPT on a semester basis. If CPT should continue with the same employer for subsequent semesters, then the student is required to complete a CPT Renewal Application before CPT can be extended.*

The signed Curricular Practical Training 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 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 collaboration with company, and los s of F-1 status for the student.

Upon signing, I understand and acknowledge that this document serves as a Collaborative Practical Training Agreement with Tennessee Wesleyan University, and agree to the aforementioned terms.

CPT Contact Full Name:

CPT Contact Title:

CPT Company Email:

CPT Company Phone:

CPT Contact Signature: Date: *(Only hand written or electronic signatures will be accepted. Failure to include a valid signature will result in the student’s CPT application being denied).*