



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 for providing appropriate work & training opportunities during the internship period.
2. The employer is responsible for providing regular feedback and evaluations of the student's work progress to Washington University of Science and Technology.
3. The student is responsible for adhering to the employer's Policies & Procedures while employed.
4. The student will play an active part in the learning objectives of the CPT.
5. The faculty advisor assigned to review the CPT is responsible for providing guidance as necessary.
6. The job opportunity is within the SEVIS regulated commutable distance from the school or is a remote position.
7. The university will maintain valid CPT documentation as part of the student's record.
8. The university will work with the student and the employer during the CPT period to ensure satisfactory results.

Eligibility Requirements

- Have an active F-1 status
- Have completed 1 academic year in the same degree-awarding program (ESL schools does not apply) while physically in the United States. This is equivalent to 3 quarters at WUST in the same program (or 2 semesters at a semester-based university)
- Be enrolled for a full course of study while engaging in CPT (unless on WUST-approved annual vacation)
- Have a CGPA of at least 2.0 (undergraduates) or 3.0 (graduates)
- Be in good academic standing (receiving an "F" grade will lead to immediate CPT revocation, and students who receive an "F" grade are not eligible for CPT their next quarter)
- Adhere to the ongoing rules and obligations of your F-1 visa
- Must attend ALL of your on-campus classes every quarter
- Clear any outstanding balance (or be in compliance with your payment plan, if you have one)
- Have not already applied for OPT (for after graduation of your current program)

Personal Information

Populi ID:	SEVIS ID:
Full Name:	Degree Program:
Street Address:	Apartment #:
City:	State: Zip Code:
Email:	Phone:



Proposed CPT Information

Company Name:

Supervisor Name and Job Title:

Supervisor's Email:

Physical Work Address:

City:

State:

Zip Code:

Phone:

Fax:

Client Name and Location (if any):

Internship/Employment Job Title:

Is this position fully remote? Yes ☐ No ☐

Duties and Responsibilities (On your job offer letter):

Employment Start Date

Employment End Date (Optional*)

Full Time or Part Time

* If the end date is left blank, the CPT committee will approve the employment for the maximum time eligible, up to 3 quarters.



Curricular Relevance

List the courses required for your major area of study that are directly related to this CPT employment:

Explain how this CPT employment will reinforce the learning objectives of the courses listed above:

Student Acknowledgement and Agreement

Requirements to Maintain CPT	Initials
1. Must maintain a CGPA of at least 2.0 (undergraduates) or 3.0 (graduates)	
2. Must pass the CPT course(s) you are registered for- This includes submitting your CPT report and employer survey	
3. Must attend ALL your on-campus classes every quarter	
4. Must stay in F-1 status, academic standing, student conduct and financial standing with Washington University of Science and Technology	
<p>By signing this form, 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) and that the information submitted in this form is accurate.</p> <p>I acknowledge that I have attended the CPT workshop or have reviewed the recording of the workshop and have reviewed the rules and regulations established by Washington University of Science and Technology.</p> <p>By signing this form, I understand that Washington University of Science and Technology holds the right to rescind my CPT approval for failure to maintain the eligibility requirement.</p>	
Student Signature:	Date:



Employer Agreement

By signing this form, I understand that the students' CPT authorization can be voided if they fail to maintain the requirement of the CPT regulations. This can also result in the termination of their SEVIS record.

Additionally, I verify that I have read the Cooperative Agreement statement and will adhere to this agreement.

I acknowledge that work responsibilities will not hinder the student from attending classes at Washington University of Science and Technology.

By signing this form, I understand my role in this training opportunity for the student.

Employer Information

Name of Employer:

Work Email:

Work Phone:

Signature:

Date:

FOR OFFICIAL USE ONLY

Center for Career Services:

Date:

Academic Department:

Date:

International Student Office:

Date: