

Curricular Practical Training – Cooperative Agreement

[8 cfr 214.2 (f)(10)(i)] Curricular Practical Training (CPT)

An F-1 student may be authorized by the Designated School Official (DSO) to participate in a curricular practical training program that is an integral or required part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

To be completed by Student:

Student Name: _____

Student ID #: _____

Undergraduate or Graduate level (please select one)

Major: _____

One Academic Year Completed: YES or NO

(Undergraduate-Level requires 2 semesters of Full Time Course of Study to start CPT)

Statement of how this is an integral part of your curriculum:

To be filled out by company/supervisor:

Company's Name: _____

Company's Address: _____

Job Title: _____

Start date: _____

End Date (must be within a one year period): _____

Weekly Hours: Part time approval for 20/hrs or less only.

Compensation: (if applicable) \$_____/hr.

I, _____(Supervisor or HR representative)

certify that the applicant./ "student" is approved for part time work within the above-named company and enters as a "cooperative agreement" with METROPOLITAN COLLEGE OF NEW YORK to provide curricular practical training while following all labor laws and policies aforementioned. Students and interns are required to work within the fields that are approved and related directly to curriculum.

Any periods of absence or termination from your organization must be presented to the DSO for METROPOLITAN COLLEGE OF NEW YORK, within 10 days of employment violations or termination.

Supervisor's Full Name: _____

Supervisor Signature: _____

Email : _____

Please remit via electronic/email communication to : bhawkkeie@mcny.edu

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