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:

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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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