Santa Clara University

International Students & Scholars
1st floor Varsi Hall
Website: scu.edu/cpt

CPT Cooperative Agreement

Global Engagement Office
Email: ISS@scu.edu Phone: (408) 551-3019

CURRICULAR PRACTICAL TRAINING (CPT) COOPERATIVE AGREEMENT

Qualifying International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization of CPT for the period requested.

Responsibilities include:
Employer- Provide on-site supervision and appropriate work and training opportunities, including an evaluation of the student's work.
Student- Adhere to all employer policies and fully participate in the learning objectives.
Faculty Advisor- Provide guidance and instruction as necessary.

Provide all information on the form itself.
Do NOT attach documentation in lieu of completing some or all of the agreement.
For further instructions about our CPT policies and procedures, visit scu.edu/cpt
If your employment is a combination of full-time and part-time, please contact iss@scu.edu for instructions
Academic/Program Advisor will review your request via the MyiSCU portal

STUDENT INFORMATION

Name: _____ **Student ID#:** _____

Phone Number: _____ **E-mail:** _____

EMPLOYMENT INFORMATION

Students must enroll in the appropriate course before submitting their CPT Cooperative Agreement to ISS.

Company Name: _____ **Paycheck Issuing Company (Third Party):** _____

Company Address (site of CPT): _____

Supervisor Name: _____

Phone Number: _____ **E-mail Address:** _____

Number of Hours per Week: _____ Pay rate ($/hr): _____

Start Date (m/d/y): _____ End Date (m/d/y): _____

TRAINING OBJECTIVES

List the academic objectives for the work period and what skills/experiences the student will gain:

The following parties have agreed to the Training Objectives:

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

**If you're working for a staffing agency, disclose the staffing agency (third party) who is issuing your paycheck.*