Curricular Practical Training Employment Application Checklist

1. Students may apply for CPT up to five (5) weeks prior to the start date for their CPT course. Failure to secure all documents with the appropriate signatures and correct information will delay your application.

2. Obtain a job offer appropriate to your research/internship or curriculum of the course. Some departments post employment opportunities in their departmental office. Please note it is your responsibility to find employment and the CPT employment and course must be an integral part of your academic major. The job offer letter must:
   a. Must be on company letterhead
   b. Include a brief job description and the job title
   c. Include the student's supervisor's contact information
   d. Employment dates must coincide with dates of course in university registry
   e. The letter must include an employment start date (may not be prior to approval by the ISSO) and employment end date. CPT will not be authorized if the employment letter does not include the employment start date (may not be prior to approval by the ISSO) and employment end date.

3. Take the job offer letter to the course instructor to discuss how this employment relates to the course and your academic major. Please note that any CPT employment must be an integral part of your academic major. The course instructor will need to issue a recommendation letter (see below).

4. Register for the CPT course once you have the instructor’s approval and have the course instructor complete the Recommendation Letter. Please note that CPT courses must be a face to face or web enhanced "E" course. Students will not be authorized for CPT through an online "W" course.

5. Submit the Memorandum of Understanding to the academic department head of the dean of the college to review and sign. The MOU must be signed by the student, employer (supervisor), and the academic department head or the dean of the college.

6. Complete CPT Student Application form.

7. Make copies of your current passport, visa, I-20, and I-94. If paper copy I-94 then copy of both sides. If electronic record you may access at www.cbp.gov/I94 and print out a copy.

8. Once you have all the above documents you may call the ISSO at 903-886-5097 to set-up an appointment. DO NOT email to request an appointment. Please note that appointments must be scheduled one day in advance. Failure to provide all documents as instructed will result in your appointment being rescheduled at a later date. Students that arrive more than 15 minutes late for their appointment will have their appointment rescheduled for a later date and time. Please note that the ISSO staff will not schedule CPT appointments the week prior to the beginning of the fall and spring semesters due to new student check-in and orientation.

Note: It is strongly recommended that you walk the documents through the signature process. The instructor and department head or Dean of your college may need a day or two to review the documents but please make arrangements to pick the documents up after authorization. Do not have the documents forwarded to the ISSO.
Curricular Practical Training Student Application Form

This form is to be completed by all students applying for Curricular Practical Training (CPT). To apply for CPT you will need to prepare all documents and schedule an appointment with the ISSO at least one day in advanced.

PLEASE NOTE we will not grant same day appointments regardless of the circumstances. Advisors will not be available the week before the start of the fall or spring semesters for appointments. Failure to provide all documents completed as instructed will delay your application.

Student Name (first name, family name):___________________________________________________________
CVID:_________________ Telephone Number:_________________ Date of Birth:_________________
Current Address:____________________________________________________________________________
___________________________________________________________________________________________
Primary Email Address:________________________________________________________________________
Academic Major:_________________________ Degree Level (ex…masters):________________________
What is your expected date of graduation/commencement?_______________
Are you completing a thesis/dissertation? □ Yes □ No
If yes, anticipated date of final defense?___________________
Have you been approved for any previous CPT? □ Yes □ No
If yes, please list the dates and whether full-time or part-time_____________________________________
___________________________________________________________________________________________

By signing below I confirm that I understand the following information about CPT. I understand I may only work for the company listed on my CPT I-20, during the dates listed on my CPT I-20, for the number of hours listed on my CPT I-20. I understand that part-time is considered 20 hours or less and full-time is considered 21 hours to 40 hours. I understand that failure to follow the rules for CPT will jeopardize my F-1 visa status.

_________________________________________ ______________________________
Sign your name Date
Texas A&M University-Commerce
Memorandum of Understanding

Employer Name

Student Name       CWID

Department Head or Dean of College

In consideration of the mutual benefits of the Cooperative Education Program, Texas A&M University-Commerce, the employer, and the student agree as follows:

A. The EMPLOYER agrees to:
   1. Designate an individual to supervise the student and to serve as liaison between the employer and A&M-Commerce.
   2. In conjunction with the student and faculty, establish measurable learning objectives at the beginning of each work term.
   3. Provide the student employment averaging ___________ hours per week.
   4. Pay a minimum salary of ___________ per hour.
   5. Notify the university immediately of any change in the student’s job duties and/or work supervisor.
   6. Evaluate the student at least once per semester if requested by the student’s faculty coordinator.

B. TEXAS A&M UNIVERSITY-COMMERCE agrees to:
   1. Provide a faculty coordinator to monitor the progress of the student.
   2. Make periodic contacts with the employer.
   3. Determine a grade and award college credit in designated courses for successful job performance and completion of related assignments.
   4. Notify the employer if the student withdraws from the Co-op course and/or the university.

C. The STUDENT agrees to:
   1. Register for the appropriate number of credits in the Co-op program under the guidelines established by the department.
   2. Work an average of ___________ hours during each of the work terms.
   3. Develop a well-planned series of learning objectives, in conjunction with the faculty coordinator and the employer, related to the goals of his/her instructional programs.
   4. Immediately notify the faculty coordinator of any problems or changes in job responsibilities.
   5. Abide by the regulations and policies of both the Co-op Program & the employer.
   6. Remain employed the entire semester or risk the loss of credits.
   7. Drop all credits if he/she leaves the Co-op program without the consent of the faculty coordinator or if he/she is discharged from the job prior to the completion of the required amount of time in the job.

We agree to comply with the terms and conditions of this Agreement.

For A&M-Commerce (Department Head or Dean of College) / Date

For the Student / Date

For the Employer/Date
Instructor’s Recommendation Letter for CPT Employment

This form is to be completed by the instructor for the course the student will apply for Curricular Practical Training employment through. Once this form is completed please provide to the student who will submit this form along with additional documentation to the ISSO for approval. If you have any questions or concerns please email John.Jones@tamuc.edu or call x8144.

Curricular Practical Training (CPT) allows F-1 visa international students to obtain part-time or full-time paid off campus work experience through an internship or research course. The CPT employment and academic course must be an integral part of the student’s academic major. When reviewing documentation for CPT the ISSO generally will review the student’s course to verify the CPT course is listed as part of their degree plan, a recognized elective, or strongly related to the student’s academic major. If you have any questions or concerns please email John.Jones@tamuc.edu or call x8144. An F-1 visa international student must receive permission from the International Student Services Office before they may begin any off-campus employment.

Date___________________________

To: International Student Services Office
Texas A&M University-Commerce

From_______________________________________________ (course instructor’s name)

Mr/Mrs__________________________________________ with CWID___________ is applying for Curricular Practical Training authorization for employment which is in conjunction with the course listed below. This employment is highly recommended and the CPT employment and academic course is listed as part of their degree plan, a recognized elective, or strongly related to the student’s academic major. The student’s performance during the employment will count significantly towards the grade for the course, and the student will receive _____ credit hours for successfully completing the course.

I certify that this internship/employment is (check all that apply):
☐ A mandatory requirement for all degree candidates in our program that cannot be waived.
☐ Required as an integral part of the established curriculum (the course is on the approved degree plan).
☐ Required as part of their research for the thesis or dissertation (graduate students only).
☐ An optional part of their academic requirements but the course and employment is directly related to the student’s academic degree program.

I certify that this student is in good academic standing and meeting departmental expectations:
☐ Yes ☐ No
Description of employment
____________________________________________________________________________________
____________________________________________________________________________________

Course Name & Number

Name of the faculty member (if different from you) who will monitor the student’s progress during employment

Employer: (Company name, address, and phone number)

Employment Start date

Employment End Date

The student’s dates of employment must coincide with the course dates as shown on the university registry.

Number of hours student will work per week

Expected graduation date of student (semester/year)

Aims of Project & Requirements: (ex: written report, weekly conferences, oral presentations, employer reports on student’s performance). Do not leave blank:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Instructor’s Name

Date

Instructor’s Signature