



Curricular Practical Training Employment Application Checklist

Please note that all students are required to attend a CPT workshop before they may apply for CPT. Students applying for CPT for the spring semester may begin applying November 1. Students applying for CPT for the summer or fall semesters may begin applying April 1. ***The OIP will not process any CPT applications the week prior to the beginning of the fall and spring semesters.*** Processing times for the CPT application is up to fifteen (15) business days. A business day is Monday through Friday.

1. Offer letter for employment:
 - a. Letter must be on company letterhead
 - b. Include a brief job description, job title, supervisor or manager's full name, phone number, and email
 - c. Employment dates must coincide with dates of course in university registry or your application will be rejected
 - d. The letter must include an employment start date (may not be prior to approval by the OIP) and employment end date. Start date must be at least five (5) days from the date the application is submitted to the OIP. Please note we will not process any applications the week prior to the beginning of the fall and spring semesters.
2. Completed Instructor Recommendation Letter. Computational Science (CPSI) majors ***only*** may submit the department recommendation letter in place of the OIP recommendation letter (CPSI students do not need to submit both recommendation letters).
3. Memorandum of Understanding signed by student, employer and academic department head **or** Dean of College.
4. Completed CPT Student Application form.
5. Copy of passport, visa, I-20, and [I-94](#). Do not submit original documents.
6. If you were approved for a change of status within the U.S. to F-1 please include a copy of your approval notice.
7. Register for the course for the CPT participation.

Only submit the documents listed above and DO NOT submit any additional documents not on the above checklist.

Failure to follow our instructions will delay your application and processing times will begin once a student has submitted all required documents as stated by the OIP.

How to apply for CPT: Once you have secure all of the documents listed above you may either drop off your documents at the OIP in Ferguson 221 or mail them to the OIP at Office of International Programs, PO Box 3011, Commerce TX 75428.

- Incomplete applications will not be processed.
- DO NOT have your documents forwarded to the OIP and do not have friends or family drop off or pick up your documents.
- Students applying for CPT for summer or fall may submit their application beginning April 1.
- Students applying for CPT for the spring semester may submit their application beginning November 1.
- ***Please allow up to fifteen (15) business days for the OIP to process your documents.***
- ***The employment start date must be at least ten (10) business days from the date the application is submitted to the OIP.***
- ***Applications will not be processed the week prior to the beginning of the fall and spring semesters.***



Curricular Practical Training Student Application Form

This form is to be completed by all students applying for Curricular Practical Training (CPT). Students may submit their CPT application in person in Ferguson 221 or by mail to the address listed on page 1.

Student Name (first name, last name): _____

CWID: _____ 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 more than 21 hours. I understand that failure to follow the rules for CPT will jeopardize my F-1 visa status.

Student Signature

Date

Advisor Signature

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. Once this form is completed please provide to the student who will submit this form along with additional documentation to the Office of International Programs (OIP) for approval. If you have any questions or concerns please email Intl.stu@tamuc.edu or call x5097.

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 OIP 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 Intl.stu@tamuc.edu or call x5097. An F-1 visa international student must receive permission from the OIP before they may begin any off-campus employment.

Date _____

To: Office of International Programs
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