



Cooperative Education (Curricular Practical Training) Application

Please print clearly. Return the completed application materials to International Graduate Student Services, Graduate Life Center at Donaldson Brown.

Last Name: _____ First Name: _____ VT ID # _____ VT Email: _____
 Address: _____ Phone: _____ Advisor Name: _____
 Enrollment: Master's (__ thesis __ non-thesis) Doctorate Dept: _____ GPA: _____ Anticipated program completion date: _____
 International Students: SEVIS # N000 _____ Date first admitted to U.S or changed to F-1 status: _____
 Co-op Company: _____
 Company Address: _____ State _____ Zip Code _____
 Actual Work Location (if different from company address above): _____
 Co-op Supervisor: Mr. Ms. Dr. **(circle one)** _____ Title _____ Phone _____
 Co-op Dates: Begin: _____ End: _____ Course # _____ (one hour GRAD 5944 for master's or GRAD 7944 for PhD) **must be listed on Plan of Study**
 Contract end date (if on assistantship) _____

- Application Checklist:**
- Co-op Application form
 - Advisor's Recommendation form
 - Employment offer letter
 - Copy of approved Plan of Study
 - Copies** of pages 1 & 3 of all I-20 forms (International Students)

International Students: Statement of Understanding Regarding Curricular Practical Training (CPT)

CPT may not be used to facilitate employment and may not be undertaken in a student's first semester. CPT employment is authorized for one semester at a time and does not guarantee authorization for extensions or additional CPT experiences. CPT is employer, location, and date specific. Students may not change employers, or work outside of the dates specified on the I-20 form. CPT authorization requires continued enrollment in, and completion of, an appropriate 1-credit hour course for each CPT experience. Students must enroll for Summer I if employment begins during that term. Any change of a student's address must be reported to International Graduate Student Services within 10 days. By signing below I acknowledge that I understand the rules and regulations pertinent to CPT, and I agree to abide by these conditions.

Signature

Date

Office Use Only SHATERM SZAHOLD SFAREGQ PWIEMPV POS Excel Co-op Course I-20/Evaluation Letter

Graduate Cooperative Education

Cooperative education is a unique opportunity for graduate students to gain valuable on-the-job experience to enhance their academic training while pursuing a degree program. Professional employment allows co-op students to apply the knowledge they have acquired in class and gain a new perspective on their major field of study. Therefore, a co-op experience is intended to be an integral part of a graduate student's academic program.

1. Eligibility Criteria for Graduate Cooperative Education

- Have completed at least one semester of academic work
 - International students may qualify after two academic semesters in F-1 status
- Have an approved plan of study with the co-op course on it
- Be in good academic standing, with a GPA of at least 3.0 (B average)
- Have a full-time employment offer, related to your field of study, for one academic term (6-12 weeks during summer, 14-16 weeks during fall and spring semesters)
- Have the approval of your academic advisor, including the completed and signed Academic Advisor's Recommendation form.

Work full-time for at least one academic term, but not more than 12 months
International students who accumulate 12-months (365 days) of Co-op (CPT) will forfeit the Optional Practical Training (OPT) benefit.

2. Procedures for participation in a Graduate Co-op Program

Contact prospective employers and discuss the suitability of a job offer with your academic advisor

Complete the Co-op Application and attach the following documents to the form:

• Academic Advisor's Recommendation form;

• Employment offer letter stating the terms (including dates) of employment, job duties, and supervisor's name;

• Copy of your approved plan of study that includes the Co-op course GRAD 5944 or GRAD 7944

• Copies of all previous I-20 forms, if you are an international student.

The Graduate School will add the one-hour Co-op course (GRAD 5944 or GRAD 7944) to your schedule, which will designate you as a full-time student while on your co-op assignment.

3. Application deadlines:

Fall or Spring Semester: Monday, one week before classes begin

Summer: Applications will be accepted until June 30.

Applications require approximately two weeks processing time; early submission is highly encouraged.

For further information contact International Graduate Student Services
120 Graduate Life Center; 540/231-8486; igss@vt.edu

Cooperative Education -- Curricular Practical Training

Academic Advisor's Recommendation

The purpose of this form is to provide a recommendation for a student to undertake practical training in his/her field of studies. Curricular Practical Training (CPT) is employment that forms an *integral part* of a student's academic program; i.e., the work experience is required by the degree program, will count toward completion of a course on the student's plan of study, or will form an integral part of the research for the student's thesis or dissertation. Students who have already completed their degree requirements, therefore, are not eligible. Since the eligibility criteria for CPT involves an assessment of the training experience with regard to the student's academic program, we must rely on the department's help in evaluating a student's CPT application. Therefore, we request that you:

- read the student's job offer letter;
- check the appropriate box below, indicating how the proposed employment will be an integral part of the student's program; and
- sign this form and return it to the student.

Student Last Name: _____ First Name: _____

VT ID # _____ Academic Department: _____

Masters (___thesis ___non-thesis) Doctorate _____ Estimated Program Completion Date: _____

Co-op (CPT) Dates: _____ to _____ Employer: _____

Academic Advisor's Certification: I hereby certify that I have read the job offer letter and consider this employment to be an integral part of the student's established curriculum, as indicated below. By signing, I recommend the student for Curricular Practical Training.

Please check one:

- As the student's Faculty Advisor, I certify that the proposed training is a **required** part of the academic program, i.e. the program requires work experience in the field of study (for example, MFT or PSYC).
- As the student's Faculty Advisor, I certify that the proposed training is **not required** but is **directly related** to the student's field of study. The training will count toward completion of a course (GRAD 5944 or GRAD 7944) listed on the student's plan of study

(Advisor's Name)

(Advisor's Signature)

(Date)

Cooperative Education -- Curricular Practical Training Sample Employment Offer **

Hampton Roads

National Capital Region

Richmond

Roanoke

Southwest Virginia

Date

STUDENT NAME

Address

Dear Student:

NAME OF ORGANIZATION is pleased to offer you an internship at our **JOB LOCATION** facility. You are scheduled to work **NUMBER OF HOURS** per week, beginning **START DATE** and ending **END DATE**. For this employment you will be paid a rate of \$\$/week or month.

For this internship, you will be supervised by Mr/Ms/Dr. **SUPERVISOR'S NAME**. Your major duties and responsibilities will include **BRIEF JOB DESCRIPTION**.

In addition, it is our understanding that you will be authorized to accept this internship under United States Citizenship and Immigration Services regulations governing Nonimmigrant Students (F-1) and Curricular Practical Training (CPT) status.

Sincerely,

Name and Title of Responsible Individual
(contact information, if other than on letterhead)

**** Standard offer on company letterhead will also be acceptable. If information indicated in uppercase/bold above is not on the offer letter, it can be provided in another piece of correspondence or email.**

Invent the Future



Cooperative Education -- Curricular Practical Training

Information for Employers

International students in the U. S. on an F-1 student visa may work off campus with authorization from the United States Citizenship and Immigration Service (USCIS) and/or a Designated School Official at their educational institution. One type of work authorization, Curricular Practical Training (CPT), is described briefly below.

CPT is an immigration benefit that allows international students to participate, under certain conditions, in employment that is an integral part of an established curriculum, such as a co-op or “internship”.

International Graduate Student Eligibility

- Have completed at least two academic semesters in F-1 status
- Be in good academic standing, with a GPA of at least 3.0 (B average)
- Have a full-time employment offer, related to the field of study, for one academic term (14-16 weeks during fall and spring semesters or 6-12 weeks during summer)
- Have the approval of the academic advisor
- Have submitted the application before the deadline
 - **Fall or Spring Semester:** Monday, one week before classes begin
 - **Summer:** Applications are accepted until June 30.

Applications require approximately two weeks processing time; international students may not begin employment until their application is approved and a co-op I-20 is issued.

Employer Responsibility

- Provide an employment offer letter listing the dates of employment, job responsibilities, and supervisor’s contact information
- Provide the student with challenging work experience in an area related to the student’s academic field of study. Any subsequent assignment should include work that is progressive in nature.
- Verify Employment Eligibility
 - When the student begins work, an I-9 form must be completed and retained by the employer.
 - The student may work during, but not beyond, the period stipulated on page 3 of his/her I-20 form.
 - The I-9 form must be updated if the period of employment is extended through a subsequent approval.
 - F-1 students who have been in the U.S. for fewer than 5 years usually are exempt from Social Security (FICA) taxes. However, student earnings are subject to applicable federal, state and local taxes. The student is required to file a tax return and should furnish the employer with an address to which the W-2 form may be sent.
- Evaluate the student at the end of each semester or summer term

Thank you for your interest in hiring an international graduate student. If you have questions, contact International Graduate Student Services, 540-231-8486, igss@vt.edu