



HOBART AND
WILLIAM SMITH
COLLEGES

International Student Success Office
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CURRICULAR PRACTICAL TRAINING (CPT) COOPERATIVE AGREEMENT

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 and directly related to their major field of study. This Cooperative Agreement provides training objectives agreed upon by the employer and student and facilitates the authorization of CPT for the period requested. The intent of this form is to provide guidance and a framework of an agreement between the student, employer, and Hobart and William Smith Colleges. By signing this form, the employer agrees to cooperate with Hobart and William Smith's CPT policies: the start and end dates for employment match the dates on the CPT I-20, and the position is directly related to student's major field of study. A completed form does not mean the student has been authorized.

Responsibilities include:

Employer- Provide 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.

STUDENT INFORMATION

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

Major: _____ **E-mail:** _____

Anticipated Graduation Term/Year: _____

ACADEMIC/EMPLOYMENT INFORMATION

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

Company Name: _____

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): _____

Job Description

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

The following parties agree to cooperate with Hobart and William Smith's CPT policies:

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____