

# Curricular Practical Training (CPT) Employer Agreement Instructions



Thank you for providing the job/internship opportunity to a Bellarmine University international student studying under an F-1 student visa.

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on an F-1 visa may only engage in temporary employment through authorized Curricular Practical Training (CPT) to gain working experience in his or her field of study. Curricular Practical Training must be an integral part of an established curriculum, and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Eligible students can be either paid or unpaid through CPT. The student **MUST** obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status and present a photo copy to the employer **BEFORE** he/she can legally start working. A violation of this regulation will result the student's loss of legal status in the U.S. and subject him/her to deportation.

CPT approval is authorized by a designated school official—the university PDSO or DSO. Curricular Practical Training authorization is noted, with inclusive dates of authorization, on the student's I-20. The endorsement will list full time or part time CPT, its start and end dates, the employer's name and address, and comments explaining how the practical training is a part of the academic program of the student.

In order to issue the CPT authorization, Bellarmine University must decide if the job you are offering the student named on the attached form qualifies for CPT in our curriculum. Please kindly complete this form as well as submit a job offer letter on your company letterhead. If you have any questions, please contact the Primary Designated School Official, Richard Brown, by phone at (502) 272-8027 or by email at [rbrown2@bellarmine.edu](mailto:rbrown2@bellarmine.edu).

# Employer's Agreement for Providing Curricular Practical Training (CPT)



Please read the instructions on the previous page before completing form. When completed, this form should be returned to student who should submit to his/her Academic Department with other required items of the CPT Application.

Company Name: \_\_\_\_\_

F-1 Student's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Number of hours per week the student will work: \_\_\_\_\_

Job/Internship will begin on: \_\_\_\_\_ and end on: \_\_\_\_\_

Site of Job/Internship: \_\_\_\_\_

\_\_\_\_\_  
Street Address City State Zip

Please provide a brief description of job responsibilities (CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student's program of study.)

\* \* \* \* \*

This is to certify that the job/internship above provides practical training for the student to be hired. In my opinion, the student will gain working experience in his/her major field of study in \_\_\_\_\_. It is understood that an international student on F-1 visa working without valid authorization is considered in violation of Federal student visa regulation and will result the student's loss of legal status in the U.S. and subject him/her to deportation. Therefore, the F-1 student must obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status and present a photocopy of the I-20 to this Company BEFORE he/she can legally start working. The Company will require the student to stop working immediately after the current work authorization expires.

Please attach to this form an official job offer letter to the student on your company's letterhead.

Supervisor's name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone or email: \_\_\_\_\_

Date: \_\_\_\_\_