

Curricular Practical Training (CPT) Supervisor Agreement



BELLARMINE
UNIVERSITY

International
Student Services

Thank you for providing a job/internship opportunity to a Bellarmine University student!

Certain federal regulations govern how international students may gain work experience in the United States. The student you are working with is requesting to be authorized for Curricular Practical Training (CPT). Some important information for you to know:

- An international student on an F-1 visa may engage in temporary employment through authorized Curricular Practical Training (CPT) to gain working experience in their field of study. [*immigration regulation 8 CFR 214.2 (f)(10)*]
- CPT 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.
- Because CPT is tied to a course and a curriculum, students may not work continuously. The end date of the employment will be determined by the DSO.
- CPT approval is authorized by one of Bellarmine's designated school officials (DSO)
- Approved CPT 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 review the attached form to decide if the job you are offering qualifies for CPT in our curriculum. Please kindly complete this form and return it to the student.

A copy of this form may be kept with your company's Human Resources files if desired.

However, it must be signed by the student's direct supervisor.

The student **MUST** obtain work authorization on their Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status and present a copy to the employer **BEFORE** they can legally start working. A violation of this regulation will result the student's loss of legal status in the U.S. and subject them to deportation.

You as the employer or supervisor are not required to complete any reporting or regulatory duties while the student is on CPT. You will be asked to complete a brief review of the student's progress as part of Bellarmine University's internship evaluations. If you have any questions, please contact Bellarmine University's DSO, Theodora Hannan, by phone at 502.272.7060 or by email at thannan@bellarmine.edu.

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Please read the instructions on the previous page before completing form. When completed, please return this form to student.

1. Company Name:
2. Student's Name:
3. Student's Major or Field of Study:
4. Job Title:
5. Number of hours per week the student will work:
6. Job/Internship will begin on: _____ and end on: _____
7. Site of Job/Internship:
a) Street Address:
b) City, State, Zip:
8. Please provide a brief description of job responsibilities (CPT 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. In my opinion, the student will gain working experience in their major field of study.

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 them to deportation. Therefore, the F-1 student must obtain work authorization on their Form I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status and present a copy of the I-20 to this company **BEFORE** they can legally start working. The company will require the student to stop working immediately after the current work authorization expires.

Supervisor's Name and Title:
Supervisor's Phone and Email:
Supervisor's Signature and Date: