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## Curricular Practical Training (CPT) Guidelines for Student and Employers

### What is CPT?

According to regulations, *Curricular Practical Training (CPT)* is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is “an integral part of an established curriculum and/or is directly related to the student’s major area of study.” “A student may begin curricular practical training only after receiving his or her Form I-20 with the P/DSO endorsement”. [(8 CFR 214.2(f)(10)(i)]

There is no regulatory limit on either the number of times or the length of time a student may engage in either part-time or full-time CPT. In addition, regulations do not prohibit multiple or concurrent CPT employers. However, F-1 students engaging in an aggregate of 12 months or more of full-time CPT (over 20 hours of work per week) will not be eligible for Optional Practical Training (OPT). Engaging in part-time CPT (20 hours or less of work per week) does not affect eligibility for post-completion OPT. The completion of 12 months of full-time CPT only affects eligibility for OPT at the same educational level. (NAFSA Adviser's Manual 360)

### Summary of Academic Goals

Regulations require that undergraduate students must have been enrolled in school full-time for at least one academic year (equivalent to the completion of 24 credits) and must have maintained attendance with a valid F-1 status in order to be eligible for CPT. Transfer credits from other U.S. educational institutions may satisfy this requirement. An exception to the one academic year requirement is available to graduate students that require immediate participation in CPT.

All students engaging in CPT must be enrolled in an internship course within the program of study. This for-credit internship course is taught by qualified faculty who will lead the course and facilitate discussions within the course. This will enable students to improve business acumen specific to professional goals. **Students must receive a 70% or above to pass the class. If a student earns an overall failing grade in their internship course(s) in a given semester, then they will be ineligible for CPT in the following semester.**

It is ultimately the responsibility of the student to research, apply for, and obtain their CPT internship. The CPT opportunity is an added benefit of the program to ensure real-world work experience in the United States. It is the student’s responsibility to maintain the minimum satisfactory GPA in order to retain CPT employment. The degree program is rigorous and should be the student’s primary focus while attending Westcliff University. The following are the GPA requirements:

#### Undergraduate Students:

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

#### Graduate Students:

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CPT



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**Cooperative Education / Internship Agreement & Offer Letter**

In order to process the student’s CPT request, the employer and student will need to sign the Cooperative Education/ Internship Agreement to certify that both student and employer understand the Terms & Conditions for authorizing a student to engage in CPT. In addition to completing the agreement, employers will also need to provide an offer letter following Westcliff University’s template and specify the how the position has an educational benefit to the student’s current study and that it aligns with the program’s learning outcomes. Employers can visit Westcliff University’s website to review the program’s learning outcomes: <http://www.westcliff.edu/program/>

**How to Apply for CPT?**

- Review Curricular Practical Training (CPT) Tutorial online: (<https://voicethread.com/share/10945424/>)
- Complete “Request to Add Internship Course” form.
- Provide Proof of Tuition Payment (including the internship course).
- Complete “Curricular Practical Training (CPT) Application”.
- Complete and submit the “Cooperative Education / Internship Agreement” (by both student and employer).
- Submit offer letter on the company’s official letter head signed by the employer. Offer letter should:
  - ✓ Follow Westcliff University’s sample offer letter template.
  - ✓ Indicate the job title, start date, end date, number of hours you will work each week, salary, employer’s address, name, contact information of supervisor, and a statement from the employer describing how the position is integral and related to your degree program.

Template
<p>Employee Name Employee Address</p> <p>MM/DD/YYYY Westcliff University 16715 Von Karman Avenue, #100 Irvine, CA 92606</p> <p>To Whom it May Concern,</p> <p>This letter is to confirm that <b>STUDENT NAME</b> has been offered an internship/employment with <b>NAME OF COMPANY</b> at <b>PHYSICAL ADDRESS OF TRAINING SITE</b>. The student’s internship/employment period will start from <b>EXACT START DATE</b> as <b>PART-TIME/FULL-TIME</b> for <b>NUMBER OF HOURS PER WEEK</b> WITH A SALARY OF _____ (HOURLY/MONTHLY/ANNUALLY).</p> <p>The student/employee will be working as <b>TITLE OF POSITION</b> with responsibilities including <b>DETAILED JOB DESCRIPTION</b>.</p> <p>The proposed practical training is related to the student’s major field of study and it is an integral part of the academic program because [EXPLAIN WHY THE POSITION IS APPLICABLE TO STUDENT’S DEGREE]. We acknowledge that this employee is working under the Curricular Practical Training (CPT) program at Westcliff University with our company and that in order to maintain their internship/employment; students must also maintain their attendance and good academic standing at Westcliff University.</p> <p>If you have any questions or need any further information, please contact <b>NAME OF SUPERVISOR</b> at <b>PHONE NUMBER AND/OR EMAIL ADDRESS</b>.</p> <p>Best Regards, <b>NAME OF SUPERVISOR</b> <b>SIGNATURE</b> <b>TITLE</b> <b>COMPANY</b></p> <p><i>Please specify the branch/physical location of employment if it is different from the official employment headquarters.</i></p>



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## Section A: Cooperative Educational / Internship Agreement

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### Introduction of Parties Involved

This Cooperative Educational / Internship Agreement is entered into between Westcliff University, hereinafter collectively referred to as “WU” and, \_\_\_\_\_ (*company name*), hereinafter referred to as “EMPLOYER”, and \_\_\_\_\_ (*student name*), hereinafter referred to as “STUDENT” in reference to the internship course that the student has enrolled in to complement the internship obtained on \_\_\_\_\_ (*internship start date*).

### Background

This Agreement is designed to formally establish a cooperative training relationship between the Employer and Westcliff University for the benefit of students enrolled in the University’s various academic degree programs.

Where involving a student attending WU on an F-1 student visa, the parties to this Agreement acknowledge an understanding of the meaning of a proper internship offered through Curricular Practical Training (CPT). According to regulations, *Curricular Practical Training (CPT)* is defined as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is “an integral part of an established curriculum and/or is directly related to the student’s major area of study.” “A student may begin curricular practical training only after receiving his or her Form I-20 with the P/DSO endorsement”. [Title 8 of the U.S. Code of Federal Regulations, Section 214(f)(10)(i)]

The parties to this Agreement share a common interest in providing internship work opportunities for WU students that will result in both in academic enrichment and professional development. By signing this agreement, the Employer agrees to cooperate with Westcliff University to provide qualified internship opportunities for students who can meet the Employer’s intern hiring specifications.

### Terms & Conditions of Parties and Intern

#### A. Westcliff University (WU) Responsibilities

1. WU will provide EMPLOYER with access to potential intern candidates.
2. WU will provide INTERN/STUDENT with an I-20 reflecting their employment status that can then be given to EMPLOYER to provide evidence of INTERN/STUDENT’s ability to legally work in the U.S.
3. WU will, with the permission of INTERN/STUDENT, be available to answer EMPLOYER questions regarding CPT and International Student employment authorization.
4. WU does not guarantee completion of internship by INTERN/STUDENT nor the quality of work of the STUDENT; likewise, WU does not guarantee EMPLOYER will continue internship with INTERN/STUDENT if EMPLOYER’s business needs change during the course of the academic term. Either EMPLOYER or INTERN/STUDENT may terminate the internship at any time and agree to give the other reasonable notice.

#### B. Employer Responsibilities

1. EMPLOYER agrees to provide INTERN/STUDENT with a professional, high-quality work experience that pertains to and builds on the INTERN/STUDENT’s field of study.
2. EMPLOYER agrees to provide INTERN/STUDENT appropriate and direct supervision.
3. EMPLOYER understands that international students engaged in internship will lose their internship privileges immediately if they fall out of legal non-immigrant status allowing them the work authorization necessary to engage in this internship course.
4. EMPLOYER and INTERN/STUDENT understand that Westcliff University including its agents, employees, and legal representatives, are free from any and all claims, demands, liability, awards, fines, costs, lawsuits, and expenses, including reasonable attorney’s fees and court costs, arising out of the internship relationship between EMPLOYER and INTERN/STUDENT.



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5. EMPLOYER agrees to complete periodic Performance Evaluations, at the behest of the university, in order to ensure that the above Course Learning Outcomes are being achieved.
6. EMPLOYER agrees to provide INTERN/STUDENT with experiences that will enhance the understanding and mastery of the following learning objectives that WU has determined to be integral to the INTERN/STUDENT'S program:

<b>Please check all that apply</b>
<b>EDU 301 Internship Course Learning Outcomes (CLOs):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Integrate technology into the classroom/learning environment as both a teaching tool and learning aid while assessing the use of different technological aids as professional development.</li> <li><input type="checkbox"/> Combine classroom and administrative knowledge with an opportunity to learn those disciplines, skills, and attitudes, which can best be learned on the job; namely, self-discipline, teamwork, responsibility, and initiative.</li> <li><input type="checkbox"/> Analyze and expand upon different components of lesson planning/event planning and demonstrate the ability to contextualize materials and ideas in the classroom/office setting.</li> <li><input type="checkbox"/> Enhance a portfolio or resume with practical experience, professional development, developed materials, and professional relationships, which can lead to entry-level job opportunities within the workforce.</li> <li><input type="checkbox"/> Create effective and useful materials that demonstrate ability to anticipate and accommodate to groups of learners and targeted learner needs.</li> </ul>

**C. Intern Responsibilities**

1. INTERN/STUDENT agrees to perform assigned duties in their assigned manner according to EMPLOYER policies and direction.
2. INTERN/STUDENT, if enrolled at WU as an international student either through F-1, M-1, or J-1, must also show EMPLOYER a copy of their Form I-20 which indicates that under the bounds of "Curricular Practical Training", hereinafter referred to as "CPT", the student is permitted to legally work as an international student within the means and objectives of CPT as defined by the Student and Exchange Visitor Program, Immigrations & Customs Enforcement, and U.S. Immigration & Citizenship Services.
3. INTERN/STUDENT must maintain full time enrollment & Satisfactory Academic Progress at WU during all mandatory terms in order to engage in WU's internship courses (BUS 301/501/701, TSL 501, EDU 301) except during non-mandatory enrollment terms and breaks where students are eligible to engage in internships courses despite full-time enrollment.
4. STUDENT is aware that CPT is granted on a semester-by-semester basis and must be renewed each semester in addition to enrolling in an internship course in order to pursue further training.

**The undersigned have carefully read, understand, and agree to the terms of this Westcliff University Cooperative Educational / Internship Agreement.**

<b>To be completed by the student, employer &amp; University:</b>		
_____	_____	_____
Student Signature	Print Name	Date
_____	_____	_____
Employer Authorized Signature	Print Name and Title	Date
_____	_____	_____
University Authorized Signature	Print Name and Title	Date



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**Section B: Curricular Practical Training (CPT) Application**

This form provides Westcliff University’s Department of International Affairs with information required to review and authorize Curricular Practical Training (CPT) for F-1 international students. In order to qualify for CPT, the position and work responsibilities must be directly related to the student’s field of study and advance their knowledge and understanding of the field. As a reminder, F-1 students cannot begin CPT until they receive the I-20 with the P/DSO endorsement for CPT.

<b>CPT Request Type</b>	
<input type="checkbox"/> <b>New Students</b> – First time requesting CPT with Westcliff University <input type="checkbox"/> <b>Continuing Students</b> – Requesting to change employer	
<b>F-1 Student Information</b>	
First Name _____ Last Name _____ Middle Initial _____	
Student I.D. _____ SEVIS ID#: N00 _____	
Social Security Number (required for Westcliff to provide 1098-t tax form) _____	
Current U.S. Residential Address:	
_____	
address number and street	
_____	
city	state zip code
Major: <input type="checkbox"/> DBA <input type="checkbox"/> MBA <input type="checkbox"/> MA TESOL <input type="checkbox"/> BBA <input type="checkbox"/> BAEd <input type="checkbox"/> TESOL Certificate	
<b>CPT Internship Information</b>	
Company Name: _____	
Company Address:	
_____	
address number and street	
_____	
city	state zip code
Physical Address (where job duties are performed): <input type="checkbox"/> Check here if same as above	
_____	
address number and street	
_____	
city	state zip code



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**CPT Position Title:**

\_\_\_\_\_

**Position Description:**

*Describe the nature of your position and/or main duties.(4-5 sentences)*

\_\_\_\_\_

\_\_\_\_\_

**Specific Educational Objectives:**

*What skills, knowledge, and/or techniques will you gain in this position that are integral to your degree program? Include specific tasks and projects you will complete. Please include how these objectives are directly related to your major area of study. (4-5 sentences)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Title \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Full-time (more than 20 hours/week)

Part-time (20 hours or less per/week)

Number of Hours Per Week \_\_\_\_\_ Salary \_\_\_\_\_

*I am an F-1 Student who will engage in Curricular Practical Training (CPT). I understand that I cannot legally begin employment until a Westcliff University DSO has approved the application and issues a Form I-20 for CPT. I have reason to believe the proposed employment is directly related to my course of study and will serve as a rewarding experience towards meeting my academic goals. I also understand that I am required to follow Westcliff University's CPT Eligibility Requirement in order to start and maintain CPT. In order to maintain CPT, I must participate in an internship course on GAP, maintain my degree G.P.A. requirements, maintain full-time course of study, and meet attendance policy requirements. Failure to adhere to the university's CPT policies may result in the review or cancellation of CPT. I have read and understand all related CPT documents, including the Cooperative Education / Internship Agreement, and I am submitting it along with this application. I certify that the information provided on this application is correct and true to the best of my knowledge.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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**Section C: Request to Add Internship Course Form**

<p>Student Name _____ Student ID# _____</p> <p>Current Semester _____ Year _____</p> <p>Please check here if you are enrolled in: MBA Weekend Program: <input type="checkbox"/> DBA Weekend Program: <input type="checkbox"/></p>
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Please submit all required document to the following emails based upon your program level:

- Bachelor Level: [cpt\\_bachelors@westcliff.edu](mailto:cpt_bachelors@westcliff.edu)
- Master Level: [cpt\\_masters@westcliff.edu](mailto:cpt_masters@westcliff.edu)
- Doctorate Level: [cpt\\_doctorate@westcliff.edu](mailto:cpt_doctorate@westcliff.edu)

<u>Initial CPT</u>	<u>Renewing CPT</u>
<input type="checkbox"/> <a href="#">Review Curricular Practical Training (CPT) Tutorial</a> online: ( <a href="https://voicethread.com/share/10945424/">https://voicethread.com/share/10945424/</a> ) <input type="checkbox"/> Request to Add Internship Course Form <input type="checkbox"/> Proof of Tuition Payment (including the internship course). <input type="checkbox"/> Curricular Practical Training (CPT) Application <input type="checkbox"/> Cooperative Education / Internship Agreement <input type="checkbox"/> Employment Offer letter	<input type="checkbox"/> Request to Add Internship Course Form <input type="checkbox"/> CPT Internship Renewal Form <input type="checkbox"/> Proof of Tuition Payment (including the internship course)

Internship Course	Check Box	Semester/Session (ex: Spring 2016, Session 4)
BUS 701 (DBA)		
BUS 501 (MBA)		
BUS 301 (BBA)		
TSL 501 (MA TESOL)		
EDU 301 (BA Ed)		





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**Direction: Please read through and check off the boxes.**  
**I confirm the following are true:**

- I understand as an F-1 student my primary objective at Westcliff University is to focus on my studies.
- I reviewed the online Curricular Practical Training (CPT) Tutorial (<https://voicethread.com/share/10945424/>) and/or have attended the F-1 International Student Workshop (including CPT Training) at New Student Orientation.
- The proposed CPT is directly related to my major area of study and integral to my degree program.
- I understand that CPT provides an opportunity to acquire additional skills related to my degree program. CPT is not work authorization for the sake of working in the U.S. and should not interfere, hinder, or delay my degree completion.
- I understand it is my sole responsibility to apply for CPT or renewal in a timely manner and that I cannot continue CPT if the end date has been reached and renewal has not been processed.
- I understand I cannot work using CPT until I have a new or updated I-20 from Westcliff University authorizing CPT and I can only work within the CPT authorization dates.
- I understand that working without CPT authorization will cause me to lose my F-1 status.
- I understand that in order for me to be considered for CPT, I will need to enroll in an internship course and answer/respond to weekly online discussion questions according to the syllabus on the GAP.
- I understand that the internship provider may be required to complete a performance evaluation as a part of an the internship course.
- I understand that I must earn a 70% or above to pass an internship course. If I earn an overall failing grade in my internship course(s) in a given semester, I will become ineligible for CPT in the following semester.
- I understand that I must maintain the required GPA for my degree program in order to retain/renew my CPT.

**Undergraduate Students:**

- Students earning a GPA of 2.50 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 1.50 – 2.49 are eligible for Part Time CPT only
- Students earning a GPA of 1.49 and below are not eligible for CPT

**Graduate Students:**

- Students earning a GPA of 3.00 or above are eligible for Full Time or Part Time CPT
- Students earning a GPA of 2.50 – 2.99 are eligible for Part Time CPT only
- Students earning a GPA of 2.49 and below are not eligible for CPT

I have reviewed, understand, and will adhere to the items listed above. I must adhere to Westcliff University's academic and CPT policies set up for all F-1 students and agree to assume the responsibilities outline in this form, the Cooperative Educational / Internship Agreement, and all other related CPT documents provided by the University. I understand that it is my responsibility to submit completed CPT documents to the respective CPT Division before the CPT submission deadline date. If there are any missing documentation or if documents are submitted past the deadline, I understand that my request to add CPT may be denied or even may be delayed. In addition, it is my responsibility as an F-1 international student to report any changes in my CPT in a timely manner or I will be violating my F-1 status and may be subject to SEVIS termination.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_