



Graudate Life Center at Donaldson Brown (0325)
Blacksburg, VA 24061

Phone: 540/231-8486

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 # _____ (**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 (see sample)
- Copy** of approved Plan of Study
- Copies** of all I-20 forms (International Students)
- Waiver of Comp Fees form (if applicable)

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 or last 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 course for each CPT experience. 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 Waiver 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 not only to apply the knowledge they have acquired in class but also to gain a new perspective on their major fields 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
- Be in good academic standing, with a GPA of at least 3.0 (B average)
- Be making progress toward your degree, but **not** at the end of your academic program
 - International students must enroll for a minimum of one semester (at least 3 credit hours) after Co-op
- Have a full-time employment offer, related to your field of study, for one academic term
- Have the approval of your academic advisor, including the completion of and signature on an 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 of Co-op (CPT) will forfeit the optional practical training (OPT) benefit.

2. Procedures for participation in a Graduate Co-op Program, if you meet the requirements in Section 1:

- 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 and salary;
 - a copy of your approved plan of study; and
 - copies of all previous I-20 forms, if you are an international student.
- Register for three credit hours in a course listed on your plan of study or research hours in your department.
- If you work beyond a 50 mile radius of Blacksburg, you may request a waiver of your comprehensive fees. Complete the Request for Waiver of Comprehensive Fees form, obtain authorization from the Graduate School Co-op office and submit the form to Student Accounts.
- The Graduate School will add Co-op to your transcript, 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. Since summer applications require approximately two weeks processing time, early submission is highly encouraged.

Note: Cooperative Education is not to be considered a form of financial aid and will not provide adequate funding to support educational costs. International students will receive a new I-20 with CPT approval.

For further information, please contact Ruth Athanson, Immigration Advisor and Graduate Co-op Coordinator (112 Graduate Life Center; 540/231-8486; athanson@vt.edu).

**Cooperative Education (Curricular Practical Training) Academic Advisor's Recommendation
 (to be completed by the advisor – not the student)**

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. • **Course #** _____
- 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 and
check one
 - will count toward completion of a course (for example, an independent study) listed on the student's plan of study • **Course #** _____
 - will form an integral part of the research for this student's thesis or dissertation
 • **Research Hours #** _____

Advisor's Name (please print) _____ Title _____ Phone _____

Advisor's Signature _____ Date _____



Graduate Life Center at Donaldson Brown (0325)
Blacksburg, VA 24061

Phone: 540/231-8486

Employer's Guide Hiring International Graduate Students Cooperative Education (Co-op) -- Curricular Practical Training (CPT)

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 for CPT

- 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)
- Be making progress toward degree completion, but **not** at the end of the academic program
- Have a full-time employment offer, related to the field of study, for one academic or summer term
- 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. Summer applications require approximately two weeks processing time.

Employer Responsibility

- Provide an employment offer letter (see sample) listing the dates of employment, salary, 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. Additional information concerning student application procedures can be found at http://www.grads.vt.edu/academics/prof_development/co-op.html. If you have questions, please contact Ruth Athanson, 540-231-8486, or athanson@vt.edu



Graduate Life Center at Donaldson Brown (0325)
Blacksburg, VA 24061

Phone: 540/231-8486

**Hiring International Graduate Students
Cooperative Education (Co-op) -- Curricular Practical Training (CPT)**

Sample Employment Offer on Company Letterhead

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)

REQUEST FOR WAIVER OF COMPREHENSIVE FEES

To: Office of the University Bursar
150 Student Services Building (0143)

From: **Graduate School – Graduate Co-op Program**

(Signature of co-op program administrator)

Date: _____

It is certified that the following student will not be taking any classes on campus, and will be at the stated location during the entire term.

Student Name: _____

Student ID: _____

Location (City/State): _____

Circle Term (only one): FALL SPRING SUMMER I SUMMER II

Academic Year: _____

****IMPORTANT RULES****

1. This form is to be used only for the upcoming term.
2. The following conditions make a student **ineligible** for this waiver.
 - If the student is making frequent visits to the campus for any reason.
 - If the student is enrolled in any courses being taught on campus.
 - Student teachers retaining a Blacksburg address.

**STUDENTS MUST RETURN THE COMPLETED AND SIGNED FORM TO THE
OFFICE OF STUDENT ACCOUNTS**