



UCF Global

UNIVERSITY OF CENTRAL FLORIDA

P.O. Box 160130
Orlando, FL 32816-0130

UCF Curricular Practical Training (CPT) Cooperative Agreement

This Cooperative Agreement (Agreement) is between the University of Central Florida, a state university (UCF), and the training site employer identified in Section 2 (Employer). It becomes effective on the date of the last signature below and applies to the student and employment described below.

1. Purpose and CPT Requirements

This Agreement establishes a cooperative arrangement through which Employer will sponsor a UCF student for curriculum-integrated practical training. Curricular practical training (CPT) may include alternative work/study, internship, cooperative education, or another required internship or practicum offered through a cooperative agreement with the school.

UCF will authorize CPT only when it determines that the training is an integral and required part of an established curriculum, is directly related to the student's major area of study, and satisfies applicable federal requirements. The student may not begin paid or unpaid training until a UCF Designated School Official (DSO) has authorized CPT and issued a Form I-20 showing the approved employer, location, dates, and full-time or part-time authorization.

2. Employer (Student Placement Information)

Name of Employer: _____

Site of Employment for the Student: _____

Employer Headquarter Address: _____

The above-mentioned employer agrees to employ _____ (*Student Name*) in the particular position and duties referenced in the employment offer letter from _____ (*Start Date*) to _____ (*End Date*). The work hours will be _____ hour per week.

The employer acknowledges and agrees that the above-mentioned employment is being authorized as a Curricular Practical Training (CPT) placement for the student and must be conducted in accordance with the CPT regulation outlined below.

8 CFR 214.2(f)(10)(i)

(i) *Curricular practical training.* 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. Curricular practical training 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. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving their Form I-20 or successor form with the DSO endorsement. To grant authorization for a student to engage in curricular practical training, a DSO will update the student's record in SEVIS as being authorized for curricular practical training that is directly related to the student's major area of study. The DSO will indicate whether the

training is full-time or part-time, the employer and location, and the employment start and end date. The DSO must sign, date, and return the Form I-20 or successor form to the student prior to the student's commencement of employment indicating that curricular practical training has been approved.

3. Employer Responsibilities – The Employer will:

- Serve as a legitimate, bona fide training provider capable of providing a quality practical training experience related to the student's major.
- Assign duties and learning activities that support the curricular component identified in Section 2 and provide a qualified supervisor for day-to-day instruction, oversight, and feedback.
- Provide a safe and lawful work environment and comply with applicable employment, wage, tax, workers' compensation, nondiscrimination, and workplace requirements.
- Confirm that the student has received a Form I-20 authorizing CPT before training begins, and limit training to the authorized employer, location, dates, and full-time or part-time scope.
- Complete reasonable evaluations, timesheets, and verifications requested by UCF to support the academic requirement and CPT recordkeeping.
- Notify the UCF academic contact and UCF Global before any material change to duties, hours, work location, supervisor, or training dates, and promptly report an early end to the placement.

4. UCF Responsibilities – UCF will:

- Determine whether the training is integral and required part of the student's established curriculum and directly related to the student's major area of study.
- Designate an academic contact for curricular oversight and a DSO to review the student's eligibility and make the sole determination whether CPT will be authorized.
- Communicate applicable academic and CPT requirements and request evaluations or other records reasonably needed to document the placement.

UCF does not select, direct, or control Employer's personnel, worksite, or day-to-day operations and does not guarantee CPT authorization or continued authorization.

5. Student Responsibilities

The student must timely request CPT authorization, maintain the immigration status and academic enrollment required by UCF, complete the academic requirements connected to the placement, follow Employer and UCF policies, and promptly report changes. The student may participate only as authorized on the Form I-20 and must stop training when the authorization expires or is withdrawn.

6. Changes, End of Placement, and Records

A material change described in Section 3 requires UCF review and may require a new CPT authorization before the change takes effect. Either party may end this Agreement or the placement by written notice to the other. Upon request, Employer will provide UCF with final confirmation of the student's training dates, hours, duties, and completion status.

7. General Terms

UCF and Employer are independent parties. This Agreement does not create a partnership, joint venture, agency, or authority for either party to bind the other. The student is not an employee or agent of UCF by reason of this Agreement or the CPT training opportunity with Employer. Employer is solely responsible for its worksite operations and, when applicable, the employment relationship, compensation, payroll, taxes, benefits, and

required insurance or workers' compensation coverage. Each party is responsible for its own acts and omissions. Nothing in this Agreement waives UCF's sovereign immunity or the limitations of liability in section 768.28, Florida Statutes. This Agreement, Section 2, and any incorporated job description constitute the parties' complete agreement for this student CPT. Any amendment must be in writing and signed by both parties.

8. UCF Contacts

CPT and DSO Administration

Shing Wong, Director, International Student and Scholar Services, UCF Global; 12716 Pegasus Drive, Suite 300, Orlando, FL 32816; Shing.Wong@ucf.edu; 407-823-2337.

Principal Designated School Official

Dr. Nataly Chandia Viano, Associate Vice President, UCF Global

Academic Oversight

UCF's academic contact for this CPT employment is: _____

9. Signatures

By signing below, each signatory represents that the signatory is authorized to enter into this Agreement for the identified party.

For the University of Central Florida	For Employer
Signature: _____	Signature: _____
Printed name: _____	Printed name: _____
Title: _____	Title: _____
Date: _____	Date: _____

NOTE: Offer Letter must be attached.

The attached Offer Letter defines the employment placement covered by this Agreement and must include all required information as specified in the Offer Letter instructions.

A NOTE TO EMPLOYERS

International students in F-1 status may be eligible to apply for Curricular Practical Training which is a type of practical training/employment authorization that is an integral part of an established curriculum. As part of the application for this authorization, students need to submit a letter from the employer that provides some key details regarding the employment offer, as outlined in the sample letter below. Additionally, students are required to enroll in an internship course offered through their academic department. These courses often require the student to submit an evaluation from their supervisor to complete the learning objectives of the course.

Thank you for in advance for your assistance in completing these steps. If you have any questions, you are welcome to contact UCF Global - International Student & Scholar Services at 407-823-2337.

[Official Letterhead]

[Date]

[Student Name]

[Student Address]

Dear [Student Name],

[Company/Organization Name] is pleased to offer you a position as **[Title of Position]**.

Below is the confirmation of the specifics regarding your position with our company.

- Employer Name:
- Physical Address of the Site of Employment for the Student:
**If you are working virtually, provide the employer's headquarter address*
- Position Title:
- Description of Duties/Job Description:
- Number of Work Hours Per Week:
- Hourly rate of pay (if applicable):
- Start date of employment: (MM/DD/YYYY)
- End date of employment: (MM/DD/YYYY)
- Supervisor name, title, direct phone number, and email address
- In-person or remote work

I confirm that we will be cooperating with the University of Central Florida to achieve the curricular purpose of this work experience by providing you with the opportunity to gain practical experience in your field of study and by completing an evaluation if needed for your internship course. If you have any questions or need further information, please feel free to contact me.

Sincerely,

[Signature]

[Name]

[Title]