



Curricular Practical Training | Cooperative Agreement Form

The United States Citizenship and Immigration Services (USCIS) regulations permit students in F-1 status to engage in [Curricular Practical Training \(CPT\)](#) before completing a degree program. CPT authorizes the student to work outside of GVSU or on-campus for more than the regularly permitted hours per week. This work experience must be related to the student's field of study.

This document serves as an agreement between Grand Valley State University and the below names employer for the purposes of Curricular Practical Training for the below named student.

The student must upload this completed document with their [CPT Request](#) form prior to beginning the experience. **Employers should not permit students to begin work until the employer has a copy of the student's I-20 document detailing the company's name and correct dates of employment.**

To Be Completed by the Student:

First Name		G-Number	
Last Name		Email Address	
Level		Program/Major	
Your Job Title			
Brief description of the work			

To Be Completed by the Employer (Supervisor or Human Resources):

First Name	
Last Name	
Job Title	
Email Address	
Phone Number	
Company/Organization Name	
Company/Organization Address	
Student's anticipated start date	
Student's anticipated end date	
Expected hours per week	

By signing below, we agree to provide sufficient training for the above named student in cooperation with Grand Valley State University and assure that the student has the experiences necessary to fulfill the course requirements as required by their Faculty

Employer's Signature		Date of Signing	
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Thank you for providing this experience to one of our International Students! Please contact us with any questions at istudents@gvsu.edu.