

TO BE COMPLETED BY EMPLOYER

IMPORTANT INFORMATION

Thank you for your interest in hiring an international student from NC State to engage in a Co-op or internship position with your company. Curricular Practical Training (CPT) is a type of off-campus employment authorization that international students in F-1 status may request in order to engage in required internships, activities that are integral to their research, or cooperative work-study arrangements that provide an integral component to their academic programs. CPT will be authorized only if it is an integral component of a student's current academic program and if the student's work activities can be discussed with the academic advisor. If a non-disclosure agreement or other restriction prevents a student from discussing at all the Co-op activities with the academic advisor, then Optional Practical Training (OPT) may be a better option for the student - or else the company may wish to pursue an employment visa for the student. Also please note that CPT cannot be authorized for positions under a '1099' independent contractor arrangement. A student's SEVIS I-20 Form with the CPT authorization can be used along with a valid foreign passport to complete the I-9 Form. For information and forms regarding employment eligibility verification, social security and tax withholding, and other employer responsibilities, please consult relevant government publications (or consult a qualified specialist). If you have any questions or concerns about CPT in general or this form in particular, please contact OIS at ois@ncsu.edu.

In order for the international student to engage in CPT, the following conditions (in addition to the requirements the student must meet or obtain), must be true. A Manager, Supervisor, HR representative, or other authorized company representative must certify the statements below.

By signing below, the employer certifies that:

- This Co-op (or internship) position is temporary (one semester or one academic year) and educational in nature and the student worker will not be in a permanent, professional, full-time position.
- This Co-op student will not be prohibited from discussing with their academic advisor at NC State the nature, scope, activities and objectives of the Co-op activities at the company and how it relates to the student's academic program or thesis research. The site supervisor or other company manager may work with the Co-op student and/or academic advisor to make sure that any confidential personal or proprietary information is adequately protected before it is shared with the academic advisor or used in the student's research or thesis, but the academic advisor must be sufficiently familiar with the Co-op activities to certify its relevance and benefit to the student's academic program.
- It is understood that CPT is generally authorized on a semester-by-semester basis and is not authorized in advance for the full employment duration if the proposed employment goes beyond one academic term; in such a case the student will need to apply and qualify for a new CPT authorization. If no end date is reflected in the offer letter of employment, the CPT will be authorized for the maximum duration of that semester.

Student's Full Name

Student's Position Title

Name of Company Representative

Title

Email

Company's name

Phone

Signature

Date

If the student is working through a staffing agency, the agency must fill out the above fields and their site supervisor must also certify the above statements by signing below:

Name of Work Site Supervisor

Title

Email

Site name

Phone

Signature

Date

Additional comments (optional):