

# Knowledge Systems Institute Graduate School

## Cooperative Agreement Form

### Referral Guidelines

International students in F-1 status are allowed to be employed in the United States under Curricular Practical Training (CPT) as long as the employment is an integral part of an established curriculum. This Cooperative Education Agreement provides training objectives agreed upon by the employer, faculty advisor, and student and facilitates the authorization of CPT for the period requested.

Responsibilities include:

**Employer**- Provide on-site supervision and appropriate work and training opportunities, including an evaluation of the student's work.

**Student**- Adhere to all employer policies and fully participate in the learning objectives.

**Faculty Advisor**- Provide guidance and instruction as necessary.

### Student Information

Student Name: \_\_\_\_\_ SEVIS ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Academic/Employment Information

Students must enroll in the appropriate course before submitting their CPT Cooperative Agreement.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Student's Exact  
Employment Location: \_\_\_\_\_

List all the **academic** objectives for the work period and what skills/experiences the student will gain. CPT is not meant to be an accessible employment opportunity. It must correlate with the curriculum at KSI Graduate School.

---

---

---

### Authorization

The following parties have agreed to the Training Objectives:

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

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PDSO/DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_