

INTERNATIONAL STUDENT CERTIFICATION OF ELIGIBILITY
FOR
PARTICIPATION IN THE COOPERATIVE EDUCATION PROGRAM

This certifies that _____

Net ID Number _____ is currently in good standing with

International Services and is eligible for participation in the Cooperative

Education Program with entry effective the _____ semester, _____.

Authorized IS Representative

Date

The following signatures attest to departmental awareness and support for the student's
Co-Op in terms of objective and duration.

Signature

Signature

Print (Graduate Coordinator)

Print (Major Professor)

Date

Date

SAMPLE LETTER FOR CURRICULAR PRACTICAL TRAINING

(COMPANY LETTERHEAD)

(DATE)

Designated School Official (DSO)
International Services
Mississippi State University
Box 9742
Mississippi State, MS 39762

Dear Sir/Madam:

It is our intention to participate in the Curricular Practical Training Program offered by the United States Citizenship and Immigration Services (USCIS) in conjunction with Mississippi State University and the International Services Office. We are interested in hiring: _____.
(Name of Student)

This student will work in the field of _____ as a (an) Graduate/Undergraduate and will be employed Part time/Full time in Coop/Internship status.

With approval from your office we plan to hire this candidate beginning (Start Date) _____ and continuing until _____ (End date....no later than completion of studies) at our location (give exact address of work location):

Sincerely,

Name
Title

FROM: International Services

TO: Academic Department

SUBJECT: Curricular Practical Training (CPT)

Name of student: _____ Net ID#: _____

DATE:

The above international student holding F-1 visa status has requested work authorization via Curricular Practical Training (CPT). According to our records, this student is eligible to participate in this program.

To assist our office in authorizing CPT employment, both you and the potential employer will have certain requirements to fulfill. This office will work directly with the student regarding CPT requirements after the appropriate information is received from you. The following information must be included in a letter supporting this student to fulfill the CPT requirements:

1. Acknowledgement that the internship is, in fact, **“an integral part of an established curriculum.”**
2. A statement that the employment is “sponsored”, meaning that the employment will be monitored by the department and is not sought through “the open market”. In addition, the letter must state that the employment will not be in the form of “self study” [Supplementary Information to 8 CFR 214, Federal Register, 29 October 1991, p.55611]. In summary, the employment must be **monitored by this school** and **obtained through the support** of the educational institution. Please make that clear in the letter.
3. If the student will receive **course credit** for the employment, indicate that the course number and title for which the student is engaging in CPT is listed in the student's course catalog. If the student is engaging in an **internship** for which no academic credit is offered, indicate how the employment relates to the student's educational objective and how the course will be monitored.
4. Provide the name of the faculty member who is either teaching the course, if the CPT is for academic credit, or providing the employment monitoring, if the CPT is an internship with no academic credit.
5. If the CPT is for academic credit, indicate in the letter the **course description with the course objective clearly defined.**