

## Curricular Practical Training Agreement Form

### Student Information

- **Student name:**  
(LAST/FAMILY, and First/Given name) Pondugula Niteesh Kumar
- **700#:** 700763258

### Employer Information

- **Company Name:** Cognitive Minds Inc
- **Location where Intern will be working:**  
(this location must be in the body of the letter) 39555 ORCHARD HILL PL Suite 600, NOVI MI 48375
- **Employment Start Date:** Jan 13th 2025
- **Employment End Date:** May 09th 2025

**Students, employers, academic departments and DSOs will all be responsible for reviewing the following information and abiding by all policies contained within this CPT Agreement Form.**

### Definition of CPT

An F-1 student may be authorized by a Designated School Official (DSO), otherwise known as an International Student Advisor, to participate in a curricular practical training (CPT) 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. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement. [Regulation citation: 8 CFR 214.2(f)(10)(i)]

### Eligibility Requirements

- The student must currently be in valid F-1 status.
- The student must have been enrolled in a full course of study for at least one full academic year. Exceptions to the one academic year of enrollment before CPT may be available for graduate students that require immediate participation in CPT. Additional documentation is required for this exception.
- Intensive English Program students do not qualify for CPT.
- The student must be in good academic standing (2.0 minimum GPA for undergraduate students, and 3.0 minimum GPA for graduate students).
- The student must have additional required classes remaining to complete.  
**CPT is not available to students who have met all program requirements.**
- The training must be an integral part of an established curriculum.  
**CPT is academic in nature, it is not to be used for any other reason.**
- The training must be directly related to the student's major area of study.
- The student must receive course credit for CPT participation.  
The academic departments will maintain documentation as proof that students are meeting academic attendance requirements for CPT course enrollment. Documentation may include but is not limited to pay stubs, regular employer/student evaluations, and attendance logs.
- The student must continue to make normal progress toward degree completion while participating in CPT.

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### Eligibility Requirements (cont)

- The student must continue to enroll in a full course of study during CPT in the fall and spring semesters.
  - Undergraduate students must enroll in 12 credit hours, unless approved for reduced course load for the final semester.
  - Graduate students must enroll in 6 credit hours, unless approved for a reduced course load for the final semester

### Important Considerations/Facts

- Students may apply for full-time CPT (more than 20 hours of work per week) or part-time CPT (20 hours or less of work per week).
- Students who have received one year or more of full time curricular practical training (CPT) are ineligible for post-completion academic training (OPT).
- Students must apply for CPT authorization regardless of whether an internship is paid or unpaid. The student and the employer must review the U.S. Department of Labor (DOL) laws before agreeing to an unpaid internship. The following [Department of Labor sheet](#) provides valuable information on this issue.
- CPT authorization is only available for internships within the United States. A separate process will be required to intern with companies outside of the U.S.
- Students must not complete any work outside of the CPT dates listed on the I-20, including attending a company orientation.
- A change in CPT employer will not be approved if a CPT I-20 has already been issued. Students must submit the full application again if a change in employment occurs before the CPT I-20 is issued, or if a change of employer is required to meet the requirements of the course.
- If an extension of CPT is required, then students must submit the full application again to receive an updated CPT I-20.

### Application Requirements

- Applications must be submitted two weeks prior to the requested start date of employment.
- Applications must be received no later than 2 weeks (business days) before the start of the semester.

### Application Checklist

- Review the [Curricular Practical Training Guide](#) and/or attend a scheduled CPT workshop.
- Submit the CPT Application in MyCentral – Student, Records and Registration, Bottom left hand side – ‘CPT Application’
- Upload this completed CPT Agreement form to the CPT Application, it must be completed and signed by your employer
- Upload a [job offer letter](#) that includes the [following requirements](#) to the CPT Application. Or, upload a job offer letter and a supporting letter from the employer that includes all requirements

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### Offer Letter Checklist

- ✓ On company letterhead
- ✓ Date letter issued
- ✓ Student name
- ✓ Start and end dates of training/CPT
- ✓ Number of hours per week to be worked
- ✓ Physical location/address where student will physically be working
- ✓ A brief description of the duties to be performed.  
All duties must be directly related to program of study.
- ✓ Signed by employer

### Employer Attestation

- I have provided a CPT offer letter that meets all requirements requested by UCM in order to meet federal regulation requirements.
- If the internship is unpaid, I confirm that I have reviewed the Department of Labor Laws and will adhere to all Department of Labor policies.
- I understand that the student will not be eligible to work prior to receiving a CPT I-20, and the student will only be eligible to work within the dates listed on the I-20, this will include participation in an orientation.  
I will update the student with any changes in the internship agreement so that the student can directly notify UCM of updates to CPT employment.
- We agree to cooperate with the University of Central Missouri in achieving the curricular purposes of the employment/training for this student.

I have reviewed, understood, and will adhere to all requirements for this CPT agreement.

**Official with Signatory Authority/Supervisor** Sri Ramya Vemuru / President  
**Printed Name and Title**

Signature *Ramya v*

Date 11/25/2024