

Cornell University — Placement Agreement for Curricular Practical Training (CPT)

This placement agreement ("Agreement") documents a training relationship between Cornell University and the Host Organization and sets forth the terms of the student's participation in CPT, in accordance with 8 C.F.R. § 214.2(f)(10)(i). The Parties acknowledge that CPT may be authorized only when the training is directly related to a student's field of study and forms an integral part of the student's academic program.

1. Parties

Host Organization	Host Street Address
Host Supervisor (Name & Title)	Supervisor Email / Phone
Student Name	Cornell NetID

2. Position & Terms (Job Offer)

Position Title	Work Location	
Start Date	End Date	
Hours / Week	Full-Time or Part-Time	Compensation (rate, or "Unpaid")

3. Curricular Requirement, Educational Objectives & Evaluation

Degree Program	Major / Field of Study
Course Number & Title Fulfilled	Academic Term / Credits

The Parties understand that the student is participating in this placement to satisfy the above curricular requirement; the placement will support the following learning objectives *(to be completed by academic advisor)*:

Describe the student's anticipated duties and training, and how the practical experience will support the above-identified learning objectives *(completed by host)*:

The student must successfully complete the following requirements to receive credit for this experience *(to be completed academic advisor)*:

Academic Advisor (Name, Dept., Email)

4. Mutual Responsibilities

Host agrees to:

- Provide training directly related to the student's field of study and educational objectives, as described above.
- Assign the named supervisor and provide a brief written evaluation at the end of the placement.
- Notify Cornell promptly of any material change to dates, hours, or duties.
- Not require the student to begin work before receiving a copy of the student's CPT-endorsed Form I-20.

Student agrees to:

- Not begin work until CPT is authorized and appears on their Form I-20.
- Work only within the dates, hours, and duties authorized.
- Maintain full-time enrollment and good academic standing as required.
- Notify their Academic Advisor and DSO of any change in position, hours, or early termination.

The University (through the Academic Advisor and DSO) agrees to determine eligibility, verify the curricular connection described above, and authorize/endorse CPT.

5. Acknowledgements

The Host confirms this is a bona fide training opportunity capable of providing genuine practical experience. This Agreement creates no employer-employee, agency, or partnership relationship between Cornell and the Host, and does not guarantee continued placement. Either party may terminate with written notice; an active placement may continue through its approved end date unless otherwise agreed. All parties remain individually responsible for their own acts and omissions.

Signatures

Directions: Once the fields above are complete, please print and have academic advisor, host representative, and student sign and date by hand.

Academic Advisor	Host Representative	Student
Signature	Signature	Signature
Name / Title	Name / Title	Name / Title
Date	Date	Date