

University of Connecticut, International Student and Scholar Services - CPT Employer Addendum

Form Instructions to employer: Please update all sections in bold and complete required questions. Sign to acknowledge understanding of the terms of CPT work authorization. Electronic signature is acceptable if it is a reproduction of an actual signature, drawn with a tool, or is a time-stamped electronic signature.

Part 1:

This form is an addendum to the offer already extended to _____ **STUDENT'S NAME** for the temporary position of _____ **STUDENT'S TITLE** for the internship dates of _____ **START DATE** to _____ **END DATE** at the following employment or training name and location _____ **NAME AND ADDRESS OF EMPLOYER.**

The student will work (choose one):

___ **20 hours per week or less**

___ **More than 20 hours per week**

Part 2:

The student will be authorized to conduct this employment/training through the Curricular Practical Training (CPT) authorization of the F-1 student visa, which will be provided by the International Student and Scholar Services (ISSS) office at the University of Connecticut. This means that:

- The work that they perform as an employee or intern of your company will fulfill either the requirements of an academic course, or the requirements of the student's degree program.
- The terms of the student's employment (work dates, work hours) will be reviewed by ISSS to ensure they meet eligibility for the Curricular Practical Training work authorization. ISSS will notify the student if any adjustments to the terms are needed, to be eligible for CPT.
- The University of Connecticut will issue the student's work authorization on a Form I-20 that lists the student's Curricular Practical Training authorization, and the student will only be authorized to work according to the conditions noted on the form (dates, employer, weekly work hours).
- The student's internship experience will be evaluated by a University of Connecticut staff or faculty member (individually with the student) to ensure that it fulfills the requirements for the academic course or program.

Employer Acknowledgment:

I am aware that the student's employment will be authorized through the Curricular Practical Training (CPT) work authorization of the F-1 student visa.

Name:

Title:

Signature:

Email address: