

F-1 CURRICULAR PRACTICAL TRAINING

EMPLOYER COOPERATION AGREEMENT LETTER

This is a draft template for reference. Your employer's letter must include all text below with all the required information and be printed on employer's company letterhead.

[Date]

To: UC Merced Office of International Affairs:

This letter is to certify the Cooperative Agreement with UC Merced and the student participating in an F-1 Curricular Practical Training work-based learning experience. This letter serves as a cooperative agreement between the Employer and the UC Merced Office of International Affairs. The Employer agrees to provide the student an educational work-based learning experience directly related to the student's major field of study, fulfilling part of the student's degree course enrollment requirement.

1. Student's Full Legal Name
2. Employer Name
3. Employer Address
4. Student's physical worksite location
5. Student's Job Title
6. Detailed job description including clear descriptions of student's role, responsibilities and duties
7. Dates of employment
8. Hours per week
9. Salary (or indicate "unpaid")
10. Supervisor's name
11. Supervisor's job title
12. Supervisor's email
13. Supervisor's telephone

Employer official signature (handwritten, not a picture of signature)

Employer printed name

Employer official title