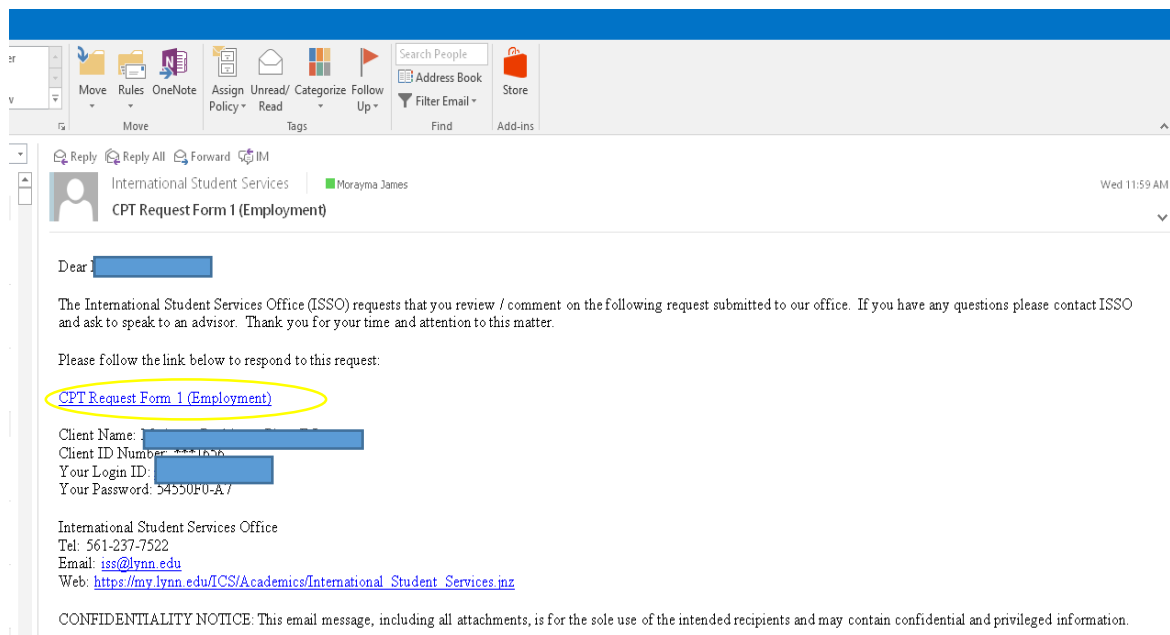
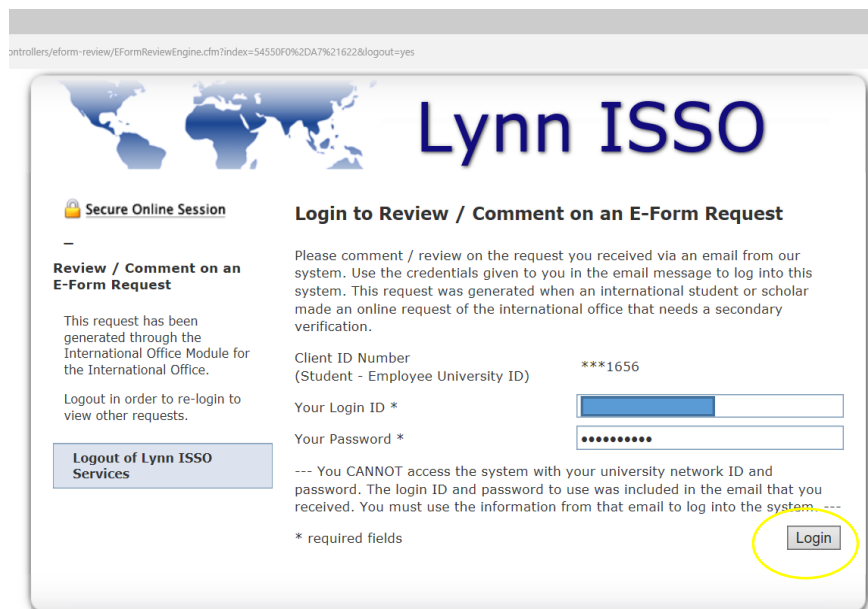


As the employer, you will receive an email to complete the employer section of the CPT/Employment Authorization form. This is where you will verify that the student has been offered employment by your company/organization. Once you submit the employment verification, the information will be routed to the International Student Services Office for processing.

1. Email is routed to employer. See sample of the email below. You will need to click on the CPT Request Form link provided in the email.



2. The login information will be automatically generated. Click on the Login button (see illustration below).



CPT/Employment Authorization E-Form Instructions for Employers

- To view the information the student has submitted regarding the CPT/Employment opportunity, click on the "CPT Request Form" link on the top of the form (see illustration below).

wEngine.cfm?serviceid=LoginProvider&index=54550F0-A71622&eformgroup=0

Secure Online Session

CPT Request Form 1 (Employment)

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- CPT Request Form 1 (Employment)

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

= Incomplete = Submit Another = Follow-Up Required
 = Optional = Not Yet Available = Awaiting Answer
 = Complete = Pending Review = Denied
 = Draft

- Complete the CPT Request Form and click on Submit when finished.

wEngine.cfm?serviceid=LoginProvider&index=54550F0-A71622&eformgroup=0

Secure Online Session

CPT Request Form 1 (Employment)

The following links provide you with information submitted as part of the e-form request tied to the following client record:

- CPT Request Form 1 (Employment)

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

Logout of Lynn ISSO Services

COMMENTS / REVIEW FOR CPT REQUEST FORM 1 (EMPLOYMENT)

EMPLOYMENT INFORMATION FOR WORK AUTHORIZATION REQUEST AND UNIFORM AFFILIATION AGREEMENT IMPLEMENTATION

Name of Employer/Company: *

Employer tax identification number: *

Address of employment (site where student will be working) - no PO Box:

Number and Street Name: *

Suite or Unit Number:

City: *

State: *

Postal Code: *

The purpose of this section is to provide a record of the affiliation agreement between Lynn University and the Host with respect to an educational/work experience for one of Lynn University's students and the agreement of parties to abide by the Lynn University Career Preparation and Internships Program, including the Standard Affiliation Terms, without modification or exception except as specified below.

Modifications or Exceptions (if none, please leave blank):

Student/employee name: *

Educational/Work Experience Begin Date: *

Educational/Work Experience End Date: *

Number of hours each week: *

Will any part of this Internship Experience be outside of the U.S.? * YES NO

Number and street name: *

City: *

State/province: *

Country: *

Postal code: *

Please indicate the appropriate category: *

Paid
 Unpaid
 Unpaid Volunteer (for duly registered 501(c)3 organizations only)

Print Name (Employer/Host Representative): *

Title (Employer/Host Representative): *

Have you read the Lynn University Standard Affiliation Term? * YES NO

I understand that this student is pursuing an educational work experience and I/the company will provide the student opportunity to meet learning objectives that will benefit their academic goals. By checking the box in this section, I am confirming that the information provided here is accurate at the time this form is submitted and understand that any changes will require the student to request updated authorization in order to continue with this employment. I have read the Lynn University Standard Affiliation Terms as specified above. *

Last Updated 04/26/2017 11:58 AM

* required fields

Submit