



New England College

EAF Tipsheet



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What Is the EAF?

Employment Agreement Form

The Employment Agreement Form (EAF) shows how your job/internship is related to your degree program. All students, regardless of citizenship status, are required to apply for approval of the internship through submission of the EAF handled by NEC's Career and Life Planning office. If your internship is deemed not relevant to any of NEC's degree programs, you may be ineligible to study at New England College.

For Students on an F-1 Visa

This EAF is the cooperative agreement between NEC and your employer to approve Curricular Practical Training (CPT). You must keep this document for your personal records and complete a new agreement if you have any changes in or regarding employment. USCIS can request a copy of this document if you apply for another visa or benefit in the future.

Self-Employment

NEC will not accept a 1099 employee or a self-employed individual, freelancer, or independent contractor who partners with clients rather than being directly employed by them or by a placement firm. We cannot accept a stakeholder in a start-up or established company.

Ensure Relevance

- Your job/internship **MUST** directly relate to your Program Learning Outcomes.
- Review the program curriculum and learning outcomes **BEFORE** submitting.
- Program Learning Outcomes can be viewed by clicking the program links below.

Executive Programs

- [Executive Artificial Intelligence](#)
- [Executive Data Science and Analytics](#)
- [Executive Health Informatics](#)
- [Executive IT and Cybersecurity](#)
- [Executive IT Project Management](#)
- [Executive MBA](#)
- [Executive MBA in Healthcare Management](#)

On-Campus Programs

- [Computer Information Systems](#)
- [Data Science and Analytics](#)
- [Health Informatics](#)



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Connect Job/Internship Duties to Program Learning Outcomes

- In the Learning Outcomes Section, explicitly match your actual responsibilities **with at least three specific Program Learning Outcomes**.
- Use detailed examples and complete sentences. Write at least **five–seven sentences in total**.
- Use sentence templates like:
 - “To (program learning outcome), my position requires me to (job responsibility).”

Offer Letter

- You can submit your original offer letter if it meets the following criteria.
- Your job offer letter should include:
 - Your full name
 - Company name, address, and contact info
 - Your position title
 - A signature (typed or handwritten) from a company representative
 - Alternatively: Submit an employment verification letter.

Job Description

Please copy and paste into the EAF in the provided field the full job description and any relevant job duties and details provided to you by your employer. This section should include all job responsibilities that align with the program’s learning outcomes.

Helpful Tips for a Strong Submission

- Draft the learning outcomes section in a Word document first and review with your supervisor **before** submitting the EAF to CLP for approval.
- Save a copy for future reference or potential resubmissions.
- If your EAF is denied, ask for clarification and consult with your Program Director for support.
- Please be mindful that once the EAF is approved by CLP and sent to your supervisor for a signature, the form **cannot** be edited. You would need to resubmit the entire form again.

Need help? Contact Career and Life Planning at eaf@nec.edu with questions.

