

NORTH PARK UNIVERSITY
CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION FORM

Part I: Practical Training Information (to be completed by the student)

Student name: _____ **NPU ID#:** _____

Program at NPU: Undergraduate Graduate

- Exchange Students, if they are in the USA on a J-1 visa, are not eligible for CPT but may be eligible for Academic Training (AT).
- ESL students are not eligible for CPT.

Major: _____ **Anticipated Graduation Date:** _____

Proposed CPT dates: ____/____/____ to ____/____/____ **Hours per week:** _____

Company Name: _____ **Supervisor:** _____

By signing below, I state that I understand the following:

- CPT is permitted only after I have completed one academic year in F-1 status.
- I am allowed to complete CPT only if the work involved relates to my major field of study.
- My employer will be notified if, at any time, I am found to be ineligible for the employment.
- I must remain enrolled in the course indicated below and must be enrolled full-time for the duration of my CPT period.
- CPT will not be authorized until I have submitted to the International Office all required forms, indicated on page 2 of this document.

Student's Signature: _____ **Date:** _____

Part II: Academic Department Approval (to be completed by the Academic Advisor, Department Chairperson, or School Dean)

Name: _____ **Title:** _____

Department: _____ **Phone/Email:** _____

According to U.S. Immigration regulations, CPT may be recommended only if it meets specific criteria. Which of the following applies?

- This experience is a **required** part of the student's major curriculum and necessary for completion of the degree.
- This experience is not required, but is an **integral** part of the student's major curriculum that is allowed or encouraged for all students in the major.

North Park policy requires that work experiences documented as CPT must also appear on the student's schedule as a for-credit class. What class will appear on the student's schedule?

- Internship
(ASCR 4970: Internship Planning will be converted to 4970 with your departmental prefix once the student's internship has been approved by the Office of Career Development and Internships)
- A non-internship course in the academic department. Course number: _____
A list of courses that include a required off-campus work experience is included on page 2 of this document.

Advisor/Chair/Dean Signature: _____ **Date:** _____

Required Documents

If **Page 1, Part II** indicates that your CPT will appear on your schedule as an **Internship**, you must bring the following documents to the International Office before starting your off-campus experience:

- This CPT Authorization Form
- A copy of your completed Memorandum of Agreement form, available from the Office of Career Development and Internships.
- A copy of your schedule, showing the 4970 course number
- A letter from your employer/site supervisor, printed on company letterhead, which includes the following:
 - Your job title and job duties
 - Number of hours you'll be working each week
 - Starting and ending dates

If **Page 1, Part II** indicates that your CPT will appear on your schedule as a **non-internship course**, you must bring the following to the International Office before starting your off-campus experience:

- This CPT Authorization Form
- A copy of your schedule, showing the appropriate course number
- A letter from your employer/site supervisor, printed on company letterhead, which includes the following:
 - Your job title and job duties
 - Number of hours you'll be working each week
 - Starting and ending dates

Practicum Classes for which CPT may be Authorized

Education (EDUC)

3510, 3520, 3540, 5100, 4110, 4120, 4970, 5500, 5510, 5520, 5540, 5800, 5810, 5820, 5853, 6920

Exercise and Sport/Athletic Training (EXS)

3110, 4100, 4110, 4970

Math (MATH)

4010, 4020, 4970

Music (MUS)

T.B.D.

Nursing (NURS)

T.B.D.

Sociology (SOC)

3930, 4970

Youth Ministry (YM)

2710, 3020, 4970