

NORTH PARK UNIVERSITY

CURRICULAR PRACTICAL TRAINING INFORMATION SHEET

Curricular Practical Training is available to students in F-1 visa status who have been lawfully enrolled on a full-time basis for at least nine consecutive months (one academic year). An exception exists for GRADUATE students whose programs **require** IMMEDIATE curricular practical training. The definition of Curricular Practical Training is “alternate work/study, internship, cooperative education, or any other type of REQUIRED internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

Information about Curricular Practical Training (CPT):

- CPT may be used by undergraduate and graduate students, but not by students in English language training programs (ESL).
- CPT is available while a student is in F-1 status, before completing the educational program.
- CPT may be part time (20 hours/week or less) or full time (over 20 hours/week).
- CPT may be paid or unpaid. If you are involved in an on-going volunteer activity that is related to your field of study and for which someone else in a similar position might be paid, you must have the volunteer activity documented as CPT.
- **CPT must be taken for course credit and shown on student’s course schedule.**
- A student must continue to maintain a full course of study in F-1 status (undergraduate—12 hours; graduate—8 hours) during CPT employment.
- CPT employment must be an integral part of an established curriculum, in the student’s course of study.
- A student must have an offer of employment from an employer, offering work that qualifies as curricular practical training.
- Employment in CPT may be only for the specific employer, location, and time period approved by the International Office and recorded on page 3 of the SEVIS I-20—changing employers during CPT without prior authorization by the International Office is not allowed.
- Use of full-time CPT for one year or more eliminates a student’s eligibility for Optional Practical Training (OPT) at that educational level. Students are advised to limit full-time CPT to less than one calendar year.

To apply for Curricular Practical Training, please complete the following steps:

1. Pick up a Curricular Practical Training Information Sheet and Authorization Form (this sheet) from the International Office.
2. Meet with your academic advisor to determine if your off-campus experience will be taken as an internship or as a non-internship class. All CPT at North Park University must be taken for credit.
3. Bring a completed Authorization Form, and all other required documents, to the International Office.

During your CPT meeting, an International Office staff member will prepare a new I-20 form to record CPT in your SEVIS record. CPT employment information is recorded on page 3 of the new I-20 form. You and the International Office staff member will sign the new I-20 form, and each of you will keep a copy. CPT notification to SEVIS is done electronically, so no paperwork is mailed to USCIS.

Please note: You are free to begin employment only **AFTER** Curricular Practical Training has been authorized by the International Office and recorded in SEVIS. It is your responsibility, as the visa holder, to maintain your F-1 status. Designated School Officials are obligated to report illegal employment. If we have constructive knowledge that you are engaging in off-campus work that is not properly documented, we will be forced to terminate your SEVIS record for “Unauthorized Employment.” You will have to apply for reinstatement or immediately depart the U.S.

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 I have declared a major and the work involved relates to my major field of study.
- If my CPT takes the form of an internship, I must meet all requirements set forth by North Park's Career Development and Internship Office. I may not be eligible for an internship, even if I meet the federal requirements for CPT.
- 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 3 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
(ACSR 4970 or 5970: Internship Planning will be converted to 4970/5970 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 3 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 Career Development and Internship Office. (Note: Graduate students will need to coordinate with Career Development and Internship Office for the purpose of course registration and paperwork, but are responsible for finding their own internship opportunities. The Career Development and Internship Office does not locate internships for graduate students.)
- A copy of your schedule, showing the 4970 or 5970 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, 5500, 5510, 5520, 5540, 5800, 5810, 5820, 5853, 6920

Exercise and Sport/Athletic Training (EXS)

3110, 4100, 4110

Math (MATH)

4010, 4020

Music (MUS)

3200, 3210, 3300, 3401, 3402, 3600, 3610, 3620, 3630, 3640, 3650, 5510

Nursing (NURS)

4910

Sociology (SOC)

3930

Youth Ministry (YM)

2710, 3020