



CPT Information and Eligibility

What is CPT?

- Curricular Practical Training (CPT) is defined as training which is an integral part of an established curriculum, including: “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.” *Source: [8 CFR 214.2(f)(10)(i)]*. CPT is available only prior to the completion of your degree program and you must have a job offer at the time of application. CPT employment may not delay completion of the academic program.

Am I eligible for CPT?

- Yes, if you have completed one academic year in F-1 status.
- If you have declared your major, then yes, you are eligible for CPT.
- If you are an F-1 status student who is an undergraduate or graduate, and not a student in an English language training program (ESL), then you are eligible for CPT.
- CPT is available to these students before they have completed their educational program.
- If your CPT is classified as an internship it must also meet ALL institutional requirements for internship eligibility, which may mean you will have to wait longer than 1 academic year.

How many hours can I work on CPT?

- You may work part-time during the fall and spring semesters, which is 20 hours or fewer per week.
- You may work full-time, which is more than 20 hours per week, only if doing so is required by your academic program or during the summer. Please consult our “CPT Policies and Procedures” packet for guidelines governing CPT.

Is CPT paid?

- CPT may be PAID or UNPAID

If I want to volunteer to do I have to apply for CPT?

- The rules governing volunteering are very strict. If you could potentially displace a paid employee, and if you plan to list your volunteering as professional experience or community service on a résumé, then you MUST apply for CPT.



Curricular Practical Training Information & Authorization Form

What are the Course Requirements for CPT?

- You **MUST** take CPT for course credit and it must appear on your course schedule.
- Throughout your CPT, you **MUST** maintain a full course load in F-1 status.
- For undergraduates, a full course load constitutes 12 hours or more credit hours.
- For graduate students, a full course load constitutes 8 hours or more credit hours.
- The only exception to this is during the summer term (please consult with the Designated School Official concerning summer CPT).

Do I need a job offer to apply for CPT?

- You **MUST** have a job offer from a specific employer before CPT can be authorized.
- CPT may be only for the specific employer, location, and time period approved by the Office of International Affairs and recorded on page 3 of the SEVIS I-20.
- Changing employers during CPT without prior authorization by the Office of International Affairs is **NOT ALLOWED**.

How long does CPT last?

- Use of full-time CPT for one year or more eliminates your eligibility for Optional Practical Training (OPT) at the educational level
- Students are advised to limit full-time CPT to **LESS** than one calendar year (365 days).

Additional Information

Students interested in volunteering off campus must consult the P/DSO to determine whether or not the experience qualifies as CPT. Any off-campus work experience that is not properly documented as CPT may impact a student's future prospects for employment benefits or Change of Status petitions.

In any and all instances of CPT, it is the academic curriculum and not the desire for employment that should determine the usefulness and purpose of CPT. USCIS expressly prohibits the authorization of CPT for the purpose of facilitating employment.

Eligibility for CPT will be determined by the P/DSO on a case-by-case basis at the time of application. The P/DSO reserves the right to make exceptions or changes to the above policy, given particular student circumstances and/or in accordance with amendments to federal law or its interpretation.



CPT Application

To apply for CPT, please complete the following steps:

1. Carefully read the Curricular Practical Training Information and Authorization Form (this sheet).
2. Meet with your Academic Advisor to determine if your off-campus training experience will be taken as an internship or as a non-internship class. All CPT at North Park University **MUST** be taken for credit; there are no exceptions.
3. Bring a completed Authorization form, and **ALL** other required documents, to the Office of International Affairs. A list of the required documents is included on the final page of the authorization form.

During your CPT meeting, an Office of International Affairs staff member will prepare a new Form I-20 to record CPT in your SEVIS record. CPT employment information can be found on page 3 of the I-20. CPT authorization is completed electronically in SEVIS, so no paperwork is mailed to USCIS.

Please note: You can only begin employment **AFTER** Curricular Practical Training has been authorized by the Office of International Affairs 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.

The P/DSO is obligated to report illegal employment. If a P/DSO has constructive knowledge that a student is engaging in off-campus work that is not properly documented, the P/DSO will terminate the student's SEVIS record for "Unauthorized Employment."



PART I: Required Documents

If, in **Part III**, your Advisor/Chair/Dean indicated that CPT will appear on your schedule as an **Internship**, you must bring the following documents to the Office of International Affairs before starting your off-campus experience:

1. **CPT Authorization Form**
2. A copy of your **academic schedule**, printed from Web Advisor, showing that you are enrolled in **4970** or **5970**
 - In order to have the internship course appear on your schedule, you must follow all processes required by the North Park Career Development and Internships Office. You will be automatically enrolled in the internship course once your internship is approved.
 - Graduate students will need to coordinate with the Career Development and Internships Office as well. Seminary students must work with the NPTS Field Education Office before submitting a CPT Authorization request.

If, in **Part III**, your Advisor/Chair/Dean indicated that CPT will appear on your schedule as a **Non-Internship Course**, you must bring the following to the Office of International Affairs before starting your off-campus experience:

1. **CPT Authorization Form**
2. A copy of your **academic schedule**, printed from Web Advisor, showing the appropriate course number
3. A **letter from your employer/site supervisor**, printed on **company letterhead**, which includes the following:
 - Your **job title and responsibilities**
 - **Number of hours** you will work each week
 - **Starting and ending dates**



Curricular Practical Training Information & Authorization Form

PART II: Practical Training Information (to be completed by the student)

Student Name: _____ NPU ID#: _____

Program: _____ Undergraduate _____ Graduate

Major: _____ Anticipated Graduation Date: _____

Proposed CPT Dates: ____ / ____ / ____ to ____ / ____ / ____ Hours per Week: _____

Company Name: _____ Supervisor: _____

Company Address: _____ City: _____ Zip: _____

Company Phone: _____ Company Email: _____

PART III: Academic Department Approval
(to be completed by the Academic Advisor, Department Chair, 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 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 our departmental prefix once the student’s internship has been approved by the Career Development and Internships Office.)
- _____ A non-internship course in the academic department. Course number: _____
(A list of courses that include a required off-campus work experience follows on page 7.)

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



PART IV: Acknowledgment of Curricular Practical Training Responsibilities

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 training involved is directly related to my major field of study.
- If my CPT assumes the form of an internship, I must meet all requirements set forth by North Park’s Career Development and Internships 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 employment.
- I must remain enrolled in the course indicated below for the duration of my CPT authorization.
- In any given academic term, CPT cannot be authorized beyond the last day of classes.
- Unless CPT is completed during the summer, I must be enrolled in a full load of classes for the duration of my CPT period.
- CPT will not be authorized until I have submitted to the Office of International Affairs all required forms, indicated below.
- I understand that should I fail to submit the required documentation in a timely manner, the P/DSO may be required to terminate my SEVIS record.

Signature

Date

Email