

SEVEN STEPS TO CPT

CPT APPLICATIONS & RESOURCES:
nova.edu/internationalaffairs/students/forms



- 1 DETERMINE ELIGIBILITY. YOU MUST HAVE BEEN LAWFULLY ENROLLED AT AN I-20 ISSUING INSTITUTION FOR AT LEAST ONE ACADEMIC YEAR.*
- 2 MEET WITH YOUR ACADEMIC ADVISOR TO IDENTIFY A COURSE THAT ALLOWS FOR CPT.**
- 3 FIND AN INTERNSHIP AND FOLLOW YOUR ACADEMIC DEPARTMENT'S PROCESS FOR RECEIVING INTERNSHIP APPROVAL. DEADLINES VARY BY PROGRAM.
- 4 SUBMIT CPT APPLICATION TO OIA INCLUDING:
 - ACADEMIC ADVISOR APPROVAL
 - OFFER LETTER FROM THE EMPLOYER/SITEPROCESSING TIME: 7 BUSINESS DAYS
- 5 DO NOT START EMPLOYMENT UNTIL:
 - ON OR AFTER THE START DATE LISTED ON YOUR I-20;
 - YOU HAVE RECEIVED YOUR CPT I-20; AND
 - YOU ARE ENROLLED IN THE CPT COURSE**
- 6 REMAIN EMPLOYED WITH THE APPROVED EMPLOYER, AT THE APPROVED LOCATION, AND WITH THE APPROVED JOB TITLE. IF YOU MAKE A CHANGE, BACK TO STEP TWO.
- 7 IF YOU WISH TO CONTINUE EMPLOYMENT AFTER THE AUTHORIZED DATES ON YOUR I-20, BACK TO STEP TWO. A NEW CPT AUTHORIZATION WILL BE REQUIRED.

*CERTAIN GRADUATE PROGRAMS MAY REQUIRE OFF-CAMPUS TRAINING PRIOR TO THE ONE ACADEMIC YEAR REQUIREMENT. EARLY AUTHORIZATION MAY BE POSSIBLE.

**COURSE ENROLLMENT NOT REQUIRED FOR EXEL CO-CURRICULAR INTERNSHIPS & OTHER PROGRAMS WHICH HAVE NON-CREDIT TRAINING REQUIREMENTS.