



**OFFICE OF INTERNATIONAL AFFAIRS
CURRICULAR PRACTICAL TRAINING (CPT)
Huizenga College of Business
International Graduate Student CPT Process
(For **paid** and **unpaid** training opportunities)**

PRINT THIS FORM AND FOLLOW ALL THE STEPS Student MUST start process at least 8 weeks BEFORE the beginning of each term.	
Step 1	<p>HUIZENGA COLLEGE OF BUSINESS OFFICE OF ACADEMIC ADVISING Check with Academic Advisor to determine if an internship course is part of your program.</p> <p>NOTE: When internship is an integral part of the student's program:</p> <ul style="list-style-type: none"> • The internship course is counted toward the student's full-course of study and will be considered an on-campus course (face-to-face). <i>An internship extension course does not count toward program completion.</i> •
Step 2	<p>OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS Purpose is to determine immigration eligibility for CPT.</p> <ul style="list-style-type: none"> • Student must have been enrolled in a full course of study at NSU for at least 2 semesters on any valid visa (except for B-1 and F-2) • Student must have a valid I-20
Step 3	<p>OFFICE OF CAREER DEVELOPMENT Student partners with Career Development Advisor for assistance in the internship search.</p>
Step 4	<p>Huizenga Internship Program Manager Once internship offer is extended, student will be referred to the Internship Program Manager to request approval from the academic program.</p> <p>After approval, student registers for internship course.</p>
Step 5	<p>UPDATE I-20 AT OFFICE OF INTERNATIONAL AFFAIRS Once student has been registered in an internship course or their internship has been setup based on the above criteria, they are referred back to the Office of International Affairs to obtain an I-20 that authorizes Internship/CPT.</p> <p>Prior to beginning the approved internship, the student MUST obtain an I-20 which authorizes CPT.</p>

Huizenga College of Business
International Graduate Student CPT Process
(For **paid** and **unpaid** training opportunities)
APPLICATION

STUDENT INFORMATION (To be filled out by student)

Student Name _____ NSU ID _____

College _____ Major _____

Program Listed on I-20 _____ Program Start Date on I-20 _____

I have a Social Security Number Yes No I need a Social Security Number Yes No

1. OFFICE OF ACADEMIC ADVISING

The appropriate internship course must be part of your program requirements. ACT 5780, FIN 5580, MGT 5680, MKT 5280, PUB 5941, or REE 5870. (NOTE: Some programs have no internship course option.) Prerequisites: 12 credits and 3.0 GPA. See OIA for other CPT requirements.

Academic Advisor's Name _____

Signature _____ Date _____

2. OFFICE OF INTERNATIONAL AFFAIRS

CPT/Internship eligibility start date: Fall _____ Winter _____ Summer _____

OIA Advisor's Name _____

Signature _____ Date _____

3. CAREER DEVELOPMENT OFFICE

Career Development Advisor's Name _____

Signature _____ Date _____

If position secured through CD: Organization Name _____

Contact Person: _____ Phone Number _____

4. HUIZENGA INTERNSHIP PROGRAM MANAGER

Internship approved _____ Denied _____

Rationale: _____

_____ The Internship is a course of study REQUIREMENT

Course Name: _____ CRN _____ Credit Hours _____ Semester _____

_____ Internship Extension Course

Course Name: _____ CRN _____ Credit Hours _____ Semester _____

*An Internship extension cannot be beyond the **end date** indicated on the student's I-20 and **cannot be more than one additional semester.** (New CPT application form, Steps 4 & 5 required.)*

_____ Full-Time _____ Part-Time CPT Start Date _____ CPT End Date _____

Program Manager Name _____

Signature _____ Date _____

5. OFFICE OF INTERNATIONAL AFFAIRS

In order for OIA to create an I-20 authorizing CPT employment, bring the following items to your appointment at the Office of International Students and Scholars:

_____ This completed CPT application

_____ Internship offer letter on business letterhead (include business address and business phone number)

_____ Proof of registration for Internship course

CPT approved _____ CPT denied _____

Rational for denial _____

OIA Advisor's Name _____

Signature _____ Date _____

STUDENT ACKNOWLEDGEMENT

I understand that although the United States Citizen and Immigration Services (USCIS) regulations allow for Curricular Practical Training for the duration of my program, my CPT approval is granted for only one academic semester in accordance with the educational goals and objectives of my program of study. I further understand that:

- CPT is not designed to be an alternative to or an adjunct for on-campus employment
- CPT is required for a particular course track in order to fulfill degree requirements
- I must have a valid CPT I-20 PRIOR to beginning the approved internship

Student Signature _____ Date _____

Curricular Practical Training (CPT)

Huizenga College of Business

Graduate International Students

Frequently Asked Questions and Application Guidelines

What is Curricular Practical Training?

Curricular Practical Training (CPT) is an important benefit of the F-1 student visa status that permits eligible students to be employed off-campus in order to gain practical experience in their chosen field of study. CPT is directly related to the course of study and must be an integral part of the students' curriculum.

Am I eligible for the Curricular Practical Training benefit?

Students must meet the following requirements in order to be eligible for the CPT benefit:

1. Must have been on a valid visa (except for B-1 or F-2) at NSU for one academic year (fall & winter, e.g.)
2. Must not be in violation of F-1 status
3. Must be currently enrolled in the program indicated on I-20 and be in good academic standing
4. Employment must either be a credit bearing requirement of the curriculum or a credit bearing elective offered by the curriculum

If I meet the eligibility requirements for Curricular Practical Training, and have received an internship offer how do I apply?

1. Complete the student portion of the CPT application
2. Determine eligibility for CPT at the Office of International Affairs
3. Get approval from Academic Advising Department
4. Get approval from the Career Development Office
5. Make an appointment with the Office of International Affairs (OIA) so that an international advisor can review the application and provide you with an I-20 authorizing CPT

What is the length of employment under the CPT benefit?

CPT will be authorized for one semester. One additional semester may be authorized after review and approval by the program office.

Is the CPT employment part-time or full-time?

During an academic semester, an undergraduate student can work up to 20 hours per week and 20+ hours per week during scheduled academic vacations. Graduate students may work up to 40 hours per week.

Will CPT affect my Optional Practical Training (OPT)?

The CPT benefit as defined by these guidelines will not affect OPT. However, an aggregate calendar year of CPT will cancel out a student's OPT.

Can I still work on campus while I am on CPT?

Yes. However, the student should carefully evaluate the capacity to balance coursework with employment. An academic or program advisor will be able to assist with this.

CPT Guidelines:

Typically, CPT will only be authorized for the semester of the internship or practicum. The program director or academic advisor may extend the internship/practicum for one additional semester if the program justifies the academic need or curricular benefit for the extension. In some cases, the extension may not carry a course credit, but the student must still register for the CPT extension and obtain a new I-20 that authorizes the additional CPT time. If a non-credit bearing extension of the CPT is granted, the student must still maintain a full course load as defined by the program and the non-credit extension will not count as an on-campus class.

Students MUST complete CPT Form and go through the approval process for **paid** as well as **unpaid** internship opportunities.