



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

Step 1	<p>DOWNLOAD CPT FORM Student MUST start process at least 4 weeks BEFORE the beginning of each term. To get started, students download form from OIA website.</p>
Step 2	<p>VISIT OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS International Student comes to Office of International Affairs to determine their 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>VISIT OFFICE OF ACADEMIC ADVISING The Academic Advising Office determines that student can opt for CPT as long as the opportunity is degree applicable and it relates to his/her major, and based on CPT policies:</p> <ol style="list-style-type: none"> (1) training is required of all students in the curriculum; (2) training is required for a particular course track in order to fulfill degree requirements; (3) if training is not required, CPT must be a course elective which carries course credit
Step 4	<p>VISIT OFFICE OF CAREER DEVELOPMENT Student partners with Office of Career Development to begin their internship search.</p> <p>Once student secures an internship the Career Development Office will complete applicable section on the CPT form (offer letter from company required) and approve or deny approval of the internship.</p>
Step 5	<p>RETURN TO OFFICE OF ACADEMIC ADVISING Once internship is found student will be referred to academic advisor to request approval from the academic program.</p> <p>Once approval is received, student registers for Internship course.</p> <p>Because the internship should be an integral part of the student's program, there are several registration possibilities:</p> <ul style="list-style-type: none"> • Internship is required of all students: if this is the case, the internship will be counted toward the student's full-course of study and will be considered an on-campus course (face-to-face) • Internship is required of a particular course track in order for the student to fulfill his degree requirement: if this is the case, the internship will be counted toward the student's full course of study and will be considered an on campus course (face-to-face) • Internship is an elective: in this case if the elective is not a program or degree requirement, the internship will not be counted toward a full course of study and cannot be used to fulfill an on-campus course requirement.
Step 6	<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>

CURRICULAR PRACTICAL TRAINING (CPT) 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

Company/Organization Name _____

Student Name _____ Date _____

OFFICE OF INTERNATIONAL AFFAIRS (To be completed by OIA Officer)

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

OIA Advisor's Name _____

Signature of OIA Advisor _____ Date _____

OFFICE OF ACADEMIC ADVISING INFORMATION (To be completed by Academic Advisor)

Internship semester: Fall _____ Winter _____ Summer _____

Academic Advisor's Name _____

Signature of Academic Advisor _____ Date _____

CARRER DEVELOPMENT OFFICE INFORMATION (To be completed by Career Development Office)

Company/Organization Name _____

Contact Person: _____ Phone Number _____

Internship semester: Fall _____ Winter _____ Summer _____

Number of Hours of Work Per Week: _____

(During academic semester no more than 20 hours per week. Scheduled academic breaks 20+ hours per week)

Career Development Office Approval

Internship approved _____ Internship denied _____

If Internship denied, please provide rationale for denial

Career Development Advisor's Name _____

Signature of CD Officer _____ Date _____

OFFICE OF ACADEMIC ADVISING INFORMATION (To be completed by Academic Advisor)

Internship semester: Fall _____ Winter _____ Summer _____

_____ The Internship is a course of study REQUIREMENT

Course Name: _____ CRN _____ Credit Hours _____ Term _____

The Internship is a course ELECTIVE:

Course Name: _____ CRN _____ Credit Hours _____ Term _____

(If the Internship is an **ELECTIVE**, the Program Office must attach a letter on NSU letterhead stating how the employment relates to the student's course of study)

Internship Extension: An Internship extension cannot be beyond the **end date** indicated on the student's I-20 and **cannot be more than one addition term**. If the Internship is for more than one academic semester (Fall and Winter), the student must complete a new CPT application form.

Internship approved _____ Internship denied _____

If Internship denied, please provide rationale for denial

Academic Advisor's Name _____

Signature of Academic Advisor _____ Date _____

OFFICE OF INTERNATIONAL AFFAIRS (To be completed by OIA Officer)

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

_____ This completed CPT application

_____ Program Office authorization letters (if Internship elective or Internship extension)

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

_____ Proof of registration to Internship course

Office of International Affairs

CPT approved _____ CPT denied _____

If CPT denied, please provide rationale for denial

OIA Advisor's Name _____

Signature of OIA Advisor _____ Date _____

STUDENT'S 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 term 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)

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 term. One additional term may be authorized after review and approval by the program office.

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

During an academic semester a student can work up to 20 hours per week or 20+ hours per week during scheduled academic vacations.

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 term of the internship or practicum. The program director or academic advisor may extend the internship/practicum for one additional term 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.

All potential employers must be approved by the NSU Career Development Office.

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