Curricular Practical Training (CPT) Decision Chart

Is the experience for civic, charitable, or humanitarian reasons?
(Experience must be unpaid and is typically with a non-profit.)

Yes → CPT is probably not required. Before engaging in experience, student should seek written confirmation that the host organization is aware of U.S. Department of Labor regulations concerning volunteer work and unpaid internships. It is also recommended that at the end of your experience you ask your employer to provide you with a letter confirming that there was no remuneration provided in any form during the dates you were at the organization.

No → Is the experience on-campus or off-campus?

On-Campus → Will the total number of all on-campus employment hours, including Nova Student Employment (NSE) jobs, temp hire positions, and this on-campus training experience total more than 20hrs/week while classes are in session?

- **No** → CPT is not required
- **Yes** → CPT authorization is likely required. The CPT opportunity must be related to the student's major area of study, as listed on their I-20, and the student must:
  - Have been legally enrolled on a full-time basis for a minimum of one academic year.
  - Be registered for a CPT-eligible NSU course; or be required and eligible to complete ExEL units for the experience; or be required to engage in the experience in order to complete the requirements of their degree.
  - Receive CPT-authorization from the Office of International Affairs BEFORE the opportunity start date. CPT is typically authorized for one semester at a time and re-authorization is usually required for every term, even for the same experience. Failure to obtain prior authorization or re-authorization will constitute a status violation and may result in termination.

Off-Campus → Will you be receiving any remuneration for the time you will be dedicating to the employer/organization? Remuneration is very broad and includes both monetary (salary, hourly wage, stipend) and non-monetary (housing, tuition, food, travel) compensation.

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- **No** → Are you required to obtain an SSN or complete any tax forms such as an I-9 or W-4?
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  - **No** → Would you put the opportunity on your resume and/or LinkedIn profile, under employment experience? Would you ask anyone at the opportunity to serve as an employment reference for you, for future job applications?
    - **Yes** → CPT authorization is likely required. The CPT opportunity must be related to the student's major area of study, as listed on their I-20, and the student must:
      - Have been legally enrolled on a full-time basis for a minimum of one academic year.
      - Be registered for a CPT-eligible NSU course; or be required and eligible to complete ExEL units for the experience; or be required to engage in the experience in order to complete the requirements of their degree.
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    - **No** → Will the student's participation benefit the employer in any way and/or lessen the workload of the employer's current staff?
      - **Yes** → CPT authorization is likely required. The CPT opportunity must be related to the student's major area of study, as listed on their I-20, and the student must:
        - Have been legally enrolled on a full-time basis for a minimum of one academic year.
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