Curricular Practical Training
CPT
NORTH PARK UNIVERSITY Chicago

Dr. Sumie Song
Office of International Affairs
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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.(f)(10)(i)].
CPT Covers

- INTERNSHIP IN MAJOR
- MAJOR PRACTICA
  - Nursing Clinical
  - Student Teaching
  - Field Education
- VOLUNTEERING
Am I eligible for CPT?

**GOV RULE**: You have completed one academic year (2 semesters) in F-1 status

**NPU RULE**: You have declared a major (UG)

**NPU RULE**: You have received departmental approval for an internship or practicum
Frequently Asked Questions
Is CPT Paid?

CPT can be paid or unpaid
How many hours can I work on CPT?

- You may work **part-time** (20 hours or fewer) during the fall and spring semesters.
- You may work **full-time** (more than 20 hours) during break periods and vacations.
- OR only if doing so is required by your academic program in fall and spring.
Do I apply before/after I have a job?

You MUST have a job offer from an employer before CPT can be authorized.

CPT can only be authorized for a specific employer, location, and period. If your CPT spans multiple semesters, you must re-apply.
Area of Work/Discipline

✓ CPT MUST align with your academic major.
Academic Credit

✓ CPT *MUST* be taken for academic credit and appear on your course schedule and final transcript.
Registration

✓ During CPT you **MUST** maintain full-time enrollment except in summer/breaks.
Full-Time Enrollment

**UNDERGRADUATES** - 12 hours

**GRADUATE STUDENTS** – 8 hours
How do I apply?

- Multi-step process
- Several campus offices
At a Glance...

**ADVISOR/PRACTICUM COORDINATOR**
Academic Eligibility

**CDIO/PRACTICUM COORDINATOR** *
Course Approval & Registration

**OFFICE OF INTERNATIONAL AFFAIRS**
SEVIS Authorization

* **SBNM Students**: Do not contact CDIO. Rochelle Robinson-Levant oversees internship course approval and registration for SBNM.
STEP 1. PROGRAM APPROVAL. Meet with Faculty Adviser/Practicum Coordinator
STEP 2. INTERNSHIP Process

**Submission**
Submit MOA form to CDIO

**Approval**
Internship course is added to Self Service

**Schedule**
Print schedule showing internship course.

*SBNM students do not work with CDIO*
STEP 2. PRACTICUM Process

SCHOOL COORDINATOR
- Nursing
- Education
- Seminary
- Counseling

PREPARE DOCUMENTS
1. CPT Application
2. Coordinator Letter
STEP 3. CPT APPLICATION for OIA

✓ CPT Application
✓ Academic schedule
✓ Letter from supervisor/NPU coordinator

INTERNATIONAL STUDENT SUPPORT
The letter must include:

- **JOB TITLE**
- **START DATE AND END DATE**
- **HOURS/WEEK**
- **DESCRIPTION OF RESPONSIBILITIES**
- **SITE ADDRESS**
- **SUPERVISOR CONTACT INFORMATION**
- **ON LETTERHEAD & SIGNED**
**INTERNSHIPS**

1. **Register for ACSR 4970 Internship Planning.** Log into Self Service and enroll in the Internship placeholder course “ACSR 4970”

2. **Complete the Career Development and Internships Office Form** with your advisor. Send to Tyra Owens: towens2@northpark.edu

3. **Obtain an Employer Letter,** signed, and printed on company letterhead that includes:
   i. Job Title and Description of Responsibilities
   ii. Start Date and End Date
   iii. Hours/Week
   iv. Employer Name, Address, Supervisor Contact Information

4. **Complete the OIA CPT Application** with your Academic Advisor.

**5. AT LEAST 3 DAYS BEFORE YOU BEGIN submit to OIA:**
   i. CPT Application
   ii. Academic Schedule (showing Internship)
   iii. Employer Letter (see letter template on pg. 8)

* SBNM Students: You do not need to contact CDIO. Complete the OIA CPT Application with Rochelle Robinson-Levant, who will notify Student Services to register you for the Internship Planning course.
MAJOR PRACTICUM (Nursing Clinical, Student Teaching, Field Education)

1. Work with your Practicum Coordinator on course approval and registration
2. Obtain a Letter from your Coordinator, signed, and printed on NPU letterhead that includes:
   i. Job Title and Description of Responsibilities
   ii. Start Date and End Date
   iii. Hours/Week
   iv. Name of Site, Address, Supervisor Contact Information
3. Complete the OIA CPT Application with your Practicum Coordinator.
4. AT LEAST 3 DAYS BEFORE YOU BEGIN submit to OIA:
   i. CPT Application
   ii. Academic Schedule (showing Internship)
   iii. Coordinator Letter
OIA will prepare a new I-20*** authorizing CPT
Warning !!!

YOU MUST BE AUTHORIZED IN SEVIS AND ISSUED A NEW I-20 BEFORE YOU BEGIN CPT.

Engaging in unauthorized work is a violation F-1 visa status. ***