**CPT Information and Eligibility**

**What is CPT?**

* Curricular Practical Training (CPT) is defined as training that 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 214.2(f)(10)(i)]*. CPT is available during your degree program only and cannot not delay completion of your academic degree.

**Am I eligible for CPT?**

* You must have completed 1 academic year in F-1 status.
* You must have declared a major.
* You have been cleared by your major dept. to participate in an internship/practicum experience. (Most students must have junior/senior standing to do CPT.)
* You are not in an ESL (language training) program.

**How many hours can I work on CPT?**

* CPT must be part-time (20 hrs/wk or fewer) during the Fall and Spring semesters.
* CPT can be full-time (more than 20 hrs/wk) during break/vacation periods OR if required by your academic program. Please see the [CPT Policies and Procedures](https://assets.northpark.edu/wp-content/uploads/20180730174430/CPT-Policy-Updated-6.19.18.pdf) manual.

**Does CPT have to be paid?**

* CPT can be paid or unpaid

**Does CPT include volunteering?**

* Rules governing volunteering are strict and complex. Your experience may qualify as CPT depending on whether your experience: a) might displace a paid domestic worker; b) will be listed on résumé or used to apply for another degree; c) is through an official NPU service-related organization (i.e., student club) or dept (i.e., University Ministries). Please consult OIA before volunteering on- or off-campus!

**Must CPT be taken for academic credit?**

* You MUST take CPT for course credit and it must appear on your course schedule. Work with your degree program to determine how many credit hours CPT will be worth.

**Do I have to be registered for classes while doing CPT?**

* You MUST maintain full-time enrollment (UG – 12 hrs, G – 8 hrs) during CPT. The only exception is during summer.

**Do I need a job offer to apply for CPT?**

* You MUST have a job offer from a specific employer before CPT can be authorized.
* CPT may be only for the specific employer, location, and period of time. If your CPT spans multiple semesters, you must reapply each semester.
* Changing employers during CPT without prior authorization by the Office of International Affairs is NOT ALLOWED.

**How many semesters can I do CPT?**

* There are currently no regulations limiting frequency of CPT.
* You should full-time CPT to LESS than one calendar year (365 days). Exceeding 1 year of full-time CPT makes you ineligible for Optical Practical Training (OPT) at that educational level.

**Additional Information**

Students interested in volunteering off campus must consult OIA on whether or not the experience qualifies as CPT. Any experience not properly documented as CPT may impact a student’s prospects for future employment benefits or immigration status petitions.

It is the *academic curriculum*, not the desire for employment, that determines the use and purpose of CPT. USCIS expressly prohibits authorizing CPT for the purpose of facilitating employment.

CPT eligibility is determined by OIA on a case-by-case basis. The P/DSO reserves the right to make exceptions or changes to the above policy in accordance with amendments to federal law and/or its interpretation.

**CPT Application**

The CPT application is a multi-step process involving multiple campus departments or units:

**INTERNSHIPS \***

1. **Register for ACSR 4970 Internship Planning**. Log into [Self Service](https://paygate.northpark.edu:8173/Student/Account/Login) and enroll in the Internship place holder 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:
	* 1. Job Title and Description of Responsibilities
		2. Start Date and End Date
		3. Hours/Week
		4. Employer Name, Address, Supervisor Contact Information
4. Complete the [**OIA CPT Application**](https://www.northpark.edu/campus-life-and-services/office-international-affairs/international-student-support/#1476996556735-6deb0d8c-74dd14982441574201508423758655) with your Academic Advisor.
5. **AT LEAST 3 DAYS BEFORE YOU BEGIN submit to OIA:**
	* 1. CPT Application
		2. Academic Schedule (showing Internship)
		3. 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 work with 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, andprinted on NPU letterhead that includes:
	* 1. Job Title and Description of Responsibilities
		2. Start Date and End Date
		3. Hours/Week
		4. Name of Site, Address, Supervisor Contact Information
3. Complete the [**OIA CPT Application**](https://www.northpark.edu/campus-life-and-services/office-international-affairs/international-student-support/#1476996556735-6deb0d8c-74dd14982441574201508423758655) with your Practicum Coordinator.
4. **AT LEAST 3 DAYS BEFORE YOU BEGIN submit to OIA:**
	* 1. CPT Application
		2. Academic Schedule (showing Internship)
		3. Coordinator Letter

When OIA receives your completed CPT application, you will be issued a new Form I-20 with CPT Authorization (p. 3).

**REMINDER:** CPT must be recorded in SEVIS before you begin working. **Starting before SEVIS authorization is a violation of status and can result in Termination of your F-1 Visa Status.**

Maintaining status is your responsibility as an F-1 visa holder. North Park University is required by law to report unauthorized/illegal employment. If a Designated School Official (DSO) has constructive knowledge that a student is engaging in off-campus work that is not properly documented, the student’s SEVIS record will be terminated for “Unauthorized Employment.”

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| **PART I: Required Documents** |

If, in **Part III**, your Advisor/Chair/Dean indicated that CPT will appear on your schedule as an **Internship**, you must bring the following documents to the Office of International Affairs before starting your off-campus experience:

1. Completed **CPT Application** (pp. 6-7 of packet)
2. A copy of your **Academic Schedule** showing enrollment in an internship course
	* For internship course approval and registration follow the process required by the North Park Career Development and Internships Office (p. 3). Student Services will automatically enroll you in the internship course after CDIO approval.
	* SBNM students must work with Rochelle Robinson-Levant for internship course approval and registration.
3. An **Employer Letter/Statement**, signed, and printed on company letterheadthat includes (p. 8):
* Job Title and Description of Responsibilities
* Start Date and End Date
* Hours/Week
* Employer Name, Address, Supervisor Contact Information

If, in **Part III**, your Advisor/Chair/Dean indicated that CPT will appear on your schedule as a **Non-Internship Course**, you must bring the following to the Office of International Affairs before starting your off-campus experience:

1. **CPT Authorization Form** (pp. 6-7 of packet)
2. A copy of your **Academic Schedule** showing enrollment in the practicum
3. A **Letter from your Coordinator**, signed, and printed on NPU letterhead that includes:
* Job Title and Description of Responsibilities
* Start Date and End Date
* Hours/Week
* Name of Site, Address, Supervisor Contact Information

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| **PART II: Practical Training Information** (to be completed by the student) |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NPU ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_Undergraduate \_\_\_\_\_\_Graduate**

**Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed CPT Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_**

**Company Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **PART III: Academic Department Approval**(to be completed by the Academic Advisor, Department Chair, or School Dean) |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**According to U.S. Immigration regulations, CPT may be recommended only if it meets specific criteria. Which of the following applies?**

\_\_\_\_ This experience is a **required** part of the student’s major curriculum and necessary for completion of the degree.

\_\_\_\_ This experience is not required, but an **integral** part of the student’s major curriculum that is allowed or encouraged for all students in the major.

**North Park policy requires that work experiences documented as CPT must also appear on the student’s schedule as a for-credit class. What class will appear on the student’s schedule?**

\_\_\_\_ Internship

 (ACSR 4970 or 5970: Internship Planning will be converted to 4970/5970 with our departmental prefix once the student’s internship has been approved by the Career Development and Internships Office.)

\_\_\_\_ A non-internship course in the academic department. Course number: \_\_\_\_\_\_\_\_

**Advisor/Chair/Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **PART IV: Acknowledgment of Curricular Practical Training Responsibilities** |

By signing below, I state that I understand the following:

* CPT is permitted only after I have completed one academic year in F-1 status.
* I am allowed to complete CPT only if I have declared a major and the training involved is directly related to my major field of study.
* If my CPT assumes the form of an internship, I must meet all requirements set forth by North Park’s Career Development and Internships Office. I may not be eligible for an internship, even if I meet the federal requirements for CPT.
* My employer will be notified if, at any time, I am found to be ineligible for employment.
* I must remain enrolled in the course indicated below for the duration of my CPT authorization.
* In any given academic term, CPT cannot be authorized beyond the last day of classes.
* Unless CPT is completed during the summer, I must be enrolled in a full load of classes for the duration of my CPT period.
* CPT will not be authorized until I have submitted to the Office of International Affairs all required forms, indicated below.
* I understand that should I fail to submit the required documentation in a timely manner, the P/DSO may be required to terminate my SEVIS record.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Email**

**SAMPLE EMPLOYER CPT OFFER LETTER**

[MUST Be Printed on Company/Organization Letterhead Stationary]

**ABC, INC.**

**May 26, 2019**

**Mr. Juliana Marshall**

**456 Sheridan Rd.**

**Chicago, IL 12345**

**Dear Juliana,**

**We are very pleased to offer you the position of Marketing Intern this summer with ABC, Inc. Please find the following confirmation of the specifics of your internship:**

**Position Title:** Marketing Summer Intern

**Internship Responsibilities:**

* Assisting with efforts of customer acquisition & retention
* Expertly managing the needs of external customers through various forms of content and materials
* Identify news, videos & pictures for ABC, Inc’s use in marketing initiative
* Help to coordinate posts for publishing on our main website
* Help to initiate, support and develop best practices for ABC, Inc’s social media initiatives including but not limited to Facebook, Instagram, YouTube and Twitter

**Start Date:** May 28, 2019

**End Date:** August 5, 2019

**Number of Work Hours Per Week:** 40 hours per week/Full-Time

**Reporting Relations/Supervisor:** You will be reporting to Liz Smith, Managing Director of ABC, Inc. Mrs. Smith’s may be contacted by phone (123-456-7890) or by email (lsmith@abc.com)

**Should you have any question regarding the specific of your internship, please contact me by phone or by email.**

**Sincerely,**

**Liz Smith**

**Liz Smith**