



## Curricular Practical Training Information and Application

**Note:** EVERYONE must complete part I.

### **PART I: 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**

#### **Required Documents Checklist**

- CPT Authorization Form (i.e. this form)
- Copy of your academic schedule
  - Must show that you are enrolled in 4970 (undergraduate) or 5970 (graduate)
- Letter from your employer/site supervisor or company letter head



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**Note:** Any undergraduate education or nursing major AND all graduate/seminary students must complete page 2 of this form. Students who completed the CDIO internship application are exempt from part II and III.

### 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: \_\_\_\_\_

### 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: \_\_\_\_\_