

CURRICULAR PRACTICAL TRAINING (CPT): Application Process

UNDERGRADUATE INTERNSHIPS

1. Complete the **Career Development and Internships Office** process following the [instructions here](#).
 - i. *Note: **SBNM graduate students** should work with Rochelle Robinson-Levant instead of the CDIO. Please contact rrobinsonlevant@northpark.edu for information on graduate student internships.*
2. **AT LEAST 3 DAYS BEFORE YOU BEGIN your internship submit to OIA:**
 - i. [CPT Application](#)
 - ii. Academic Schedule (showing registration for Internship course)
 - iii. Employer Letter (if are a graduate student or you did not submit this with your CDIO application). See page 4 for example.

MAJOR PRACTICUM (Nursing Clinical, Student Teaching, Field Education, or other Practicum)

1. Work with your **Practicum Coordinator** on course **approval and registration**
2. Obtain a **Letter from your Coordinator (example, p. 5)**, 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 [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

When OIA receives your completed CPT application, you will be issued a new Form I-20 with CPT Authorization. Working without CPT 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."

Curricular Practical Training Information

What is CPT?

- Curricular Practical Training (CPT) is defined by the United States Citizenship and Immigration Services (USCIS) 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
- You are not in an ESL (language training) program

How many hours can I work on CPT?

- CPT must be part-time (20 hours per week or fewer) during the Fall and Spring semesters.
- CPT can be full-time (more than 20 hours per week) during break/vacation periods OR if required by your academic program.

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 if it: a) might displace a paid domestic worker; OR b) will be listed on résumé; OR c) used to apply for another degree.
- If a volunteer experience is through an official NPU service-related organization (i.e., student club) or department (i.e., University Ministries), then it is likely volunteering and does not need to be authorized as CPT. *Please consult OIA before volunteering on- or off-campus!*

Does CPT need to be associated with a credit-bearing course?

- 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. For many students, CPT appears on the schedule/transcript as an internship course.

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

- You MUST maintain full-time enrollment (undergraduate students– 12+ credit hours, graduate/seminary students – 8+ credit hours) during CPT. The only exception to full-time enrollment, is if you are doing a CPT during the summer or your final semester.

Do I need a job/internship/placement offer to apply for CPT?

- You MUST have an offer/placement 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 limit 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.

Important Notes:

- Students interested in any work, internship, or volunteer experience 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.

SAMPLE EMPLOYER CPT OFFER LETTER

[should be on NPU letterhead]

ABC, INC.

May 26, 2019

Ms. 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

SAMPLE COORDINATOR CPT LETTER

[should be on NPU letterhead]

Date

Office of International Affairs
Johnson Center
North Park University

To Whom It May Concern:

Student Name will fulfill the job title of student nurse while enrolled for the course NURS4200 Psychiatric/Mental Health Nursing for the Fall 2021 semester from 8/30/21 until 10/24/21 at North Park University. However, the student will be participating in 10 hours each week totaling 40 hours in an onsite clinical experience from 10/1/2021-10/22/2021.

The student will be performing this role at Northwestern Memorial Hospital 251 East Huron Street Chicago, Illinois 60611. The student's responsibilities will be to effectively communicate and collaborate with the patient and interprofessional team to deliver evidence-based, safe, patient-centered care to individual, families, and communities. The following is a course description for NURS4200 Psychiatric/Mental Health Nursing from the North Park University Catalog.

NURS4200 Psychiatric/Mental Health Nursing (4 sh)

Integrates knowledge of human development, behavior, and psychological theory, places emphasis on increasing self-awareness and therapeutic use of self and milieu. With assistance and use of collaborative skills, students develop decision-making skills in the psychiatric-mental health care delivery system in a way that communicates respect and understanding.

Please contact me with any questions or concerns.

Sincerely,



Liz Smith