

# Curricular Practical Training CPT

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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

❖ **OFF-CAMPUS**

**VOLUNTEERING**

# Updates from CDIO!

- Maria Gutierrez, Director, CDIO
- New undergraduate internship application process – DocuSign
- Visit [CDIO website](#) for information & instructions
- MUST be submitted/registered for internship class by the end of Week 1 of the semester

# Am I eligible for CPT?

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

**NPU RULE:** Your CPT must be designated as "internship" or "non-internship" experience on your academic schedule.

**NPU RULE:** You have received departmental approval for an internship or practicum.

Are there exceptions or specific requirements?

**Undergraduate:** You must have declared your major. Please talk to your Academic Advisor about declaring your major.

**Graduate:** a student in a graduate program who has already completed a full year in F-1 status may be considered eligible for part-time CPT during the first semester of the program.

**Transfer:** may be eligible for CPT in their first or second semester at North Park, if they have completed at least one academic year in F-1 status at a previous institution *and* meet all departmental requirements.

# 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.



**INTERNSHIP**



**PRACTICUM**

**STEP 1.  
PROGRAM  
APPROVAL.**  
Meet with  
Faculty  
Adviser/  
Practicum  
Coordinator

## Submission

Undergraduate: Submit internship application form via DocuSign  
Graduate: Work with your coordinator.

**\* SBNM students do not work with CDIO**

## Approval

Internship course is added to Self Service

## Schedule

Provide OIA a copy of your schedule, with internship course.

# STEP 2. INTERNSHIP Process

# STEP 2. PRACTICUM Process

## **SCHOOL COORDINATOR**

Nursing  
Education  
Seminary  
Counseling  
Athletic Training

## **PREPARE DOCUMENTS**

1. CPT Application
2. Coordinator Letter





# The letter must include:

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

## STEP 3. CPT APPLICATION for OIA

- ✓ CPT authorization form
- ✓ Copy of your academic schedule
- ✓ Letter from supervisor/NPU coordinator
  - ✓ Note: Only required if CPT is designated as a "non-internship course"

### 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.

A light blue rectangular box with a small red arrow pointing right at the top left corner, intended for the student's signature.

Signature

A light blue rectangular box intended for the student's date.

Date

# STEP 3. CPT APPLICATION for OIA

CPT Form is found on the [International Student Support Website](#)

Page 1 – all students must complete

Page 2 – only complete for a practicum/grad student CPT (if you did not submit CDIO Docusign)

**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: \_\_\_\_\_

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# Next Steps

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. \*\*\*





# Last things to note



12 months of full-time CPT will make you ineligible for OPT.



CPT should not be used for employment purposes.



Always consult OIA if you are unsure whether an experience should be authorized as CPT.