Curricular Practical Training
CPT
NORTH PARK UNIVERSITY Chicago

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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.
✓ 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
- 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. 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"

INTERNATIONAL STUDENT SUPPORT
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)
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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.