

CURRICULAR PRACTICAL TRAINING (CPT)

Major-related work permission F-1 Academic Students

What is Curricular Practical Training?

Curricular Practical Training (CPT) is temporary employment authorization for a paid or unpaid internship/fieldwork experience in the student's field of study for which the student will receive academic credit towards her/his degree.

Who is eligible for CPT?

- Students in the Program in Intensive English are not eligible for practical training.
- Students must be in valid F-1 status
- Students must have been lawfully enrolled on a full-time basis in a SEVIS-approved college or university for at least one full academic year to be eligible for CPT*
**The "one full academic year" rule may be waived for graduate students whose programs require an internship before one academic year has passed.*
- Employment must be offered prior to applying for CPT and authorization must be given by your International Student Advisor in the Center for International Education (CIE) **before** beginning work.
- To be considered for CPT, the work must not only be related to the major field of study but also must be part of the established curriculum and listed in the NAU course catalog.
- At NAU, students **must receive academic credit** for the work experience.

PART-TIME VS. FULL-TIME rules

- Employment for 20 hours or less per week is considered part-time.
- Employment for more than 20 hours per week is considered full-time.
- Students will not be eligible for Optional Practical Training (OPT) if they accumulate 12 months of full-time CPT. Authorization for part-time CPT does not affect eligibility for OPT.
- Student must be enrolled full-time while on CPT unless the internship occurs during the summer, the last semester of their degree program and/or other **ISSS-approved exception** to the full-course-of-study requirement for immigration purposes.

LENGTH OF CPT

CPT is authorized for 1 semester at a time. If more CPT is needed, you must repeat the application process prior to continuing employment. CPT authorization must be concurrent with enrollment dates. There is no limit on CPT if authorized, however, 12 months or more of full-time CPT means student becomes ineligible for OPT.

APPLICATION PROCEDURE

Gather the following paperwork:

1. Letter from employer on employer's letterhead (see letter template):
2. Letter from your academic advisor or internship coordinator on department letterhead (see letter template)
The start and end dates of employment MUST match on the letter from your employer and academic advisor! If you need to start employment as soon as possible, have both letters state that the employment start date be "as soon as the student is authorized for employment".
3. Photocopies of the 1st and last page of ALL your previously issued I-20s (all schools and degree levels)
4. Photocopy of your passport information page/s showing number, name, birth-date, picture, and expiration date (must be valid for at least 6 months)
5. Unofficial copy of NAU transcript, showing proof of registration for the class in which you will get credit for the work experience (of course, you must remain in this class for the duration of your CPT).

Once you have all the paperwork listed above, contact the CIE front desk (928)523-2409 to make an appointment with your International Student Advisor. Your International Student Advisor will review your paperwork and, if all the requirements are met, will issue you a new I-20 and a CPT letter for your employer.

BEGINNING EMPLOYMENT

Once you receive your CPT I-20 you may begin to work on the employment start date authorized on page 3 of your CPT I-20.

EXTENDING CPT

To extend CPT, this entire process must be repeated and authorization received before continuing employment past the previous end date of authorized employment (shown on your CPT I-20, page 3).

CANCELLING/SHORTENING CPT

Email your International Student Advisor immediately if your employment ends for any reason before the end date indicated on your CPT I-20.

CPT – Information for Employer

Curricular Practical Training (CPT) is a work authorization available to F-1 status international students in the U.S. through a student's academic program. If approved an F-1 student will be approved for employment through that program for a time and conditions limited by the employment offer and as approved by the student's academic department and our office. The document that will show the legal employment authorization is the student's I-20, the immigration document that our university issues to international F-1 status students. Our office will also issue a letter if requested indicating the student's CPT authorization.

The pre-authorization process for CPT requires an offer letter from the employer, which must include information as contained in the employment letter template (below). This letter is non-binding if the application is not approved, and is used to document the nature of the employment as appropriate and authorizeable according to the CPT regulations. Without such a letter CPT cannot be approved.

EMPLOYER'S LETTER

This letter MUST be printed on employer's letterhead and contain an original signature! Please return this completed letter to the student.

Name of Student: _____

Job Title and Job Description: _____

Address where student will work: _____

Beginning Date: _____ Ending Date: _____

(if the student is to start as soon as possible,
please write: "As soon as the student is authorized
for employment")

Wages offered: _____ Is health insurance provided? _____

Part-time or full-time _____ (Part-time = 20 hours/week or less; full-time = more than 20 hours/week)

Number of hours per week: _____

The employer is aware that the proposed employment is part of the student's NAU degree program. The student will provide the employer with a letter from the Center for International Education indicating the Curricular Practical Training (CPT) employment authorization. The employer is aware that the student must follow all CPT rules or the employment authorization will be terminated.

Signature _____ Date: _____

Print Name

Title of Employer/Supervisor

**CURRICULAR PRACTICAL TRAINING
ACADEMIC ADVISOR or INTERNSHIP COORDINATOR'S LETTER**

This letter MUST be printed on NAU department letterhead and contain an original signature! Please return this completed letter to the student.

This letter recommends that the following student be given permission to engage in authorized employment called Curricular Practical Training (CPT)

Name of Student: _____

Major: _____ Expected Graduation Date (MM/YY): _____

Course Title and Number: _____ Number of credits for the course _____

Name of company where the student will work _____

Full-time or Part-time _____ (Part-time = 20 hours/week or less; full-time = more than 20 hours/week)

Beginning Date: _____ (if the student is to start as soon as possible, please write: "As soon as the student is authorized for employment")

Ending Date: _____ (must coincide with end of the semester)

Name of the faculty member monitoring the student's progress: _____

By my signature I attest that:

- The student is in good academic standing
- This course, which includes an employment component, is either required or is an option for all students in this degree program
- The student will receive academic credit for the course
- The course for which the student is receiving credit is an established part of the curriculum in the student's degree program and is in the NAU academic catalog
- The course is not offered for the primary purpose of facilitating employment

Academic Advisor's Signature _____ Date _____

_____ Department _____

Print Name
