CURRICULAR PRACTICAL TRAINING (CPT)
For F-1 Academic Students

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

ELIGIBILITY REQUIREMENTS
- 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) prior to 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
- 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 ISO 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

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.

CURRICULAR PRACTICAL TRAINING - 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: ______________________________________________________________________
Job Description: __________________________________________________________________
________________________________________________________________________________
Address where student will work: _______________________________________________
________________________________________________________________________________
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: ______________________________
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

__________________________________________________________

Center for International Education