

CURRICULAR PRACTICAL TRAINING GUIDE

Information for F-1 Degree-Seeking Students

Curricular Practical Training (CPT) authorization allows for short-term, off-campus training - paid employment or unpaid internship - as an integral part of a student's program of study.

ELIGIBILITY

- Students must be in active status in SEVIS.
- Students must have been lawfully enrolled on a full-time basis in an SEVP-certified college or university for at least one full academic year to be eligible for CPT.
- The training opportunity must be related to the student's major field of study as part of the established curriculum.
- As non-degree students, NKU American English Language Program students may not participate in CPT.
- Employment/internship must be offered prior to applying for a CPT authorization, and the authorization must be given by the NKU PDSO or DSO in International Student and Scholar Services prior to a student's reporting for work.
- Students must be enrolled full-time while on CPT, unless the internship occurs during the summer or in a fall/spring semester for which a student has a Reduced Course Load Authorization entered in SEVIS by NKU ISSS.
- At NKU, students must register for academic course credit for the practical training experience.

PART-TIME VS. FULL-TIME CPT AUTHORIZATIONS

- Employment/internship of 20 hours or less per week is considered part-time.
- Employment/internship of 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 during a degree program. Accumulated part-time CPT authorization time does not affect OPT eligibility.

LENGTH OF CPT AUTHORIZATIONS

- CPT is authorized for one semester at a time. The first day of classes is the earliest date of authorization and work for a given semester. The last day of final exams is the latest date of authorization and work for a given semester.
- Authorizations can not continue past the end of a semester.
- To return to an employer in a subsequent semester, a student must repeat the authorization process to receive another CPT authorization in advance of reporting for work in the subsequent semester.

Students may not report for work during a semester without a current authorization. Students may not report for work during a break between semesters. Either of these would be in violation of a student's active status and could result in immediate termination of the student's active status.

AUTHORIZATION APPLICATION PROCEDURE

First, student must request/obtain the following three items:

1. Employer's offer letter per page 2.
2. Academic advisor's recommendation letter per page 3.
3. PDF of semester's class schedule as proof of required CPT course registration.

(Student must use items 1. and 2. above in order to get 3. with the CPT course registration through the Request an Experience function in Handshake.)

Note well: The beginning and end dates MUST match on items 1 and 2 above.

The department/course number and number of credit hours MUST match on items 2 and 3 above.

Second, the three items above should be sent in a single e-mail by the student to both the Associate Director of ISSS/PDSO and the International Student Advisor/DSO at least one week in advance of the requested work start date to allow for processing time. An e-mail will be sent to the student when the I-20 bearing the CPT authorization is ready for pick-up, with instructions for next steps to begin reporting for work.

CANCELLING/SHORTENING/CHANGING EMPLOYER ON CPT

A student should e-mail the Associate Director of ISSS/PDSO and International Student Advisor/DSO immediately if employment ends for any reason before the end date indicated on the CPT I-20 or if there is a need to change employers during the semester, which can not be done without ISSS approval.

CURRICULAR PRACTICAL TRAINING GUIDE **Information for Employers**

A Curricular Practical Training (CPT) authorization allows for an F-1 visa-holding international student in the U.S. to engage in short-term, off-campus employment related to the student's major as part of the student's academic program.

If a student's CPT authorization request is approved, the authorization will be shown on page 2 of the student's Form I-20, the U.S. Immigration document that is issued by schools to all F-1 students. A student **must** have a current CPT authorization on her/his I-20 in order to report legally for any work or training related to the off-campus employment.

The length of a period of employment through CPT is limited by the start and end dates of each semester. A potential employer should ask the student for the dates of the first day of classes and the last day of final exams for a given semester (fall, spring, or summer) for the maximum length of a single CPT authorization.

An offer letter from the employer is the first step required in the CPT authorization process. This offer is not binding if the CPT authorization is not granted, and the offer letter is used to document the nature and conditions of the employment, as required by CPT regulations. Without a complete employment offer letter, a CPT authorization cannot be approved, and the student may not report for training or work as a result.

A student may return to an employer in a subsequent semester, but the employer must provide another employment offer letter for the student to receive another CPT authorization for the subsequent semester. Students may not report for work during a semester without a current authorization OR during a break between semesters.

The employer's letter, whether as an e-mail or in a PDF, must include the company's digital letterhead. The following information must be included in the letter:

Name of student

Job title

Job description to demonstrate connection of job to student's major

Address where the student will work

Beginning date of employment

(If the student is to start as soon as possible: "As soon as the student is authorized for employment.")

End date of employment

(This must be a specific date and can be no later than the semester's last day of final exams.)

Number of hours of work per week

Part-time or full-time employment

(20 hours/week or less = part-time; more than 20 hours/week = full-time.)

Wage offered

Hiring manager's/supervisor's name

Hiring manager's/supervisor's title

Date of letter

Hiring manager's/supervisor's signature

By providing the information above, the employer understands that the proposed employment is part of the student's NKU degree program. The employer is aware that the student must follow all CPT rules or the employment authorization will be ended as a result.

CURRICULAR PRACTICAL TRAINING GUIDE Information for NKU Academic Advisors

Upon student's receipt of an appropriate employment or internship opportunity, the student's academic advisor should include the following recommendation statement, authorization information, and attestation in a document with NKU letterhead as part of the Curricular Practical Training authorization process:

"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 month and year:

Course department/number:

Number of credit hours 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 of employment:

(If the student is to start as soon as possible: "As soon as the student is authorized for employment.")

End date of employment:

(This must be a specific date and can be no later than the semester's last day of final exams.)

By my signature below, I attest to the following:

- *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 NKU academic catalog.*
- *The course is not offered for the primary purpose of facilitating employment."*

Name:

Department:

Date of letter:

Signature: