

## CURRICULAR PRACTICAL TRAINING (CPT)

### For F-1 Academic Students

#### DEFINITION

Curricular Practical Training (CPT) or Co-op is authorization for paid or unpaid employment that is an integral part of a student's established curriculum.

#### ELIGIBILITY REQUIREMENTS

- Students in the American English Language Program (AELP) are not eligible for practical training.
- Students must be in valid F-1 immigration 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.
- Employment must be offered prior to applying for CPT and authorization must be given by your International Student Adviser in International Student & Scholar Services 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.
- At NKU, 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 **ISSS-approved exception** to the full-course-of-study requirement for immigration purposes.

#### LENGTH OF CPT

CPT is authorized for one 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 a 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 adviser. 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. Proof of course registration for the CPT.

Once you have all the paperwork listed above, contact the ISSS front desk (859) 572-6517 to make an appointment with your International Student Adviser. Your International Student Adviser will review your paperwork and, if all the requirements are met, will issue you an I-20 that you will present to your employer as proof of work authorization.

#### BEGINNING EMPLOYMENT

Once you receive your CPT I-20 you may begin to work on the employment start date authorized on page 2 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 2).

#### CANCELLING/SHORTENING/CHANGING EMPLOYER ON CPT

Email your International Student Adviser immediately if your employment ends for any reason before the end date indicated on your CPT I-20 or if you wish to change employers. Do not change employers without ISSS' approval.

International Student and Scholar Services staff are able to provide you with general guidance. However, advice provided to you by this office, as well as the information in this packet, is not legal advice. While we provide you with current guidance to the best of our knowledge, each case is fact-specific. You are advised to contact an experienced immigration attorney regarding your specific situation.”

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### **CURRICULAR PRACTICAL TRAINING – 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 authorization 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 NKU degree program. If requested, the student will provide the employer with a letter from International Student & Scholar Services indicating the Curricular Practical Training (CPT) employment authorization and the I-20 document which will list the authorization on the second page. 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

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

*This letter MUST be printed on NKU 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) or CO-OP.

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")

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 (co-op ONLY)
- 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

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Department \_\_\_\_\_  
Print Name

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