



Office of International Programs
1401 Presque Isle Avenue
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Marquette, MI 49855

F-1 CURRICULAR PRACTICAL TRAINING (CPT)

WHAT IS CPT? Curricular Practical Training (CPT) is temporary employment authorization **directly** related to an F-1 student's academic program and granted by the Designated School Official (DSO) at the Office for International Programs (IPO). CPT is typically done on a part-time (up to 20 hours a week) basis during the school year and can be done on a full-time (over 20 hours a week) basis or part-time basis during vacation periods. CPT gives students the possibility to work off campus or to work for more than 20 hours a week on campus if certain qualifications are met (see eligibility requirements).

Note: NMU policy limits the hours a student can work to a maximum of 20 hours a week during fall and spring semesters and full-time when classes are not in session, even with CPT.

CPT ELIGIBILITY:

- F-1 students are eligible for CPT after completion of two semesters of full time study (one academic year). Exception: Graduate students whose degree **requires** immediate participation in an internship may apply at any time.
- F-1 students who are requesting full-time CPT during the academic year **must be registered full-time**. Students may not take a reduced course load and then apply for full-time CPT. There are two exceptions to this rule: 1) when a program requires that all students who are done with course work proceed to an internship semester or year; 2) when a student is in his/her last semester before graduation.
- Students who are approved for a reduced course load and are applying for part-time CPT will be considered on a case by case basis.

Note: CPT **will not be granted** to students who have finished their program requirements and who are merely delaying graduation to make use of CPT.

TYPES OF CPT:

- **Required for the degree program:** In order for training to be considered "required," **all students in the degree program must be required to complete an internship or practicum in order to receive their degree**. Very few programs at NMU have such requirements.
- **Integral part of an established curriculum:** If the internship is not required, then it must be taken for academic credit. The student and the advisor will need to note the appropriate course number on the CPT Authorization Form, and the student **must** show IPO proof of enrollment. If the internship takes place in the summer, students can either enroll for an internship credit or connect CPT to a relevant class being taken that semester or the upcoming fall semester.

MORE INFORMATION ABOUT CPT:

- You **must** have a signed, written offer of employment on the employer's letterhead to apply for CPT. Please refer to details about offer letter requirements under "How to Apply for CPT." Even off-campus non-paid internships may require authorization by IPO.
- Part-time CPT is defined as working 20 hours or less per week and does not affect Optional Practical Training eligibility. Full-time CPT is defined as working more than 20 hours per week. If you accumulate **12 months** or more of full-time CPT authorization, you will **not** be eligible for OPT.

• If you change employers while on CPT or will work for more than one employer at a time, you need to file a new CPT application. CPT is employer specific; that is, you can only work for the company that is listed on your I-20.

Note: Music students with multiple “gigs” should consult with an IPO advisor.

• You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you **must** reapply for CPT and be approved by IPO. If you work before you are authorized or past the authorized CPT end date, you will be working illegally and could lose future immigration benefits.

• IPO **cannot** authorize CPT with a start date in the past. **(Please submit all completed paperwork at least 7 to 10 days in advance of the day you wish to begin working.)**

• IPO will only authorize CPT for one semester at a time unless you are in a **required** internship program that extends beyond the semester. Students must reapply by completing all necessary steps in the process for each semester that they will work on CPT.

HOW TO APPLY FOR CPT:

1. Meet with your Academic Advisor to discuss appropriate employment opportunities for your major.
2. Find an internship, co-op, practicum, or other position.
3. Complete the top section of the **CPT Authorization Form**.
4. Have your Academic Advisor complete the bottom section of the **CPT Authorization Form**.
5. Contact the IPO office and schedule an appointment with Angela Maki or Tony Tollefson and bring the following with you:
 - Passport
 - I-94 card
 - SEVIS I-20
 - CPT Authorization Form completed and signed by you Academic Advisor
 - Proof of course enrollment to cover all periods of work.
 - Signed letter from employer on letterhead giving the following information:
 - Job title
 - Beginning and ending dates of employment
 - Wage/salary/remuneration
 - Number of hours per week to be worked
 - Full address of employer
 - Brief description of work

Once the above documents have been submitted to IPO, a new I-20 will be issued for you.

CURRICULAR PRACTICAL TRAINING AUTHORIZATION

THIS SECTION TO BE COMPLETED BY THE STUDENT:

Last Name:	First Name:	NMU IN:
NMU E-mail:		Phone:
Name of Employer:		
Employer Address:	<input type="checkbox"/> Associates	<input type="checkbox"/> Bachelors
	<input type="checkbox"/> Masters	<input type="checkbox"/> Other
City:	State:	Zip Code:
Job Title:		
Start Date: ____/____/____	End Date: ____/____/____	Number of hours per week:
Brief description of what type of work will be done and what will be learned:		
<p>I am enrolled in the course listed by my advisor below during the semester/s stated below and understand that failing to complete the course voids the work permission. If my work permission is voided, I understand that I will lose my F-1 student visa status.</p> <p>Student's Signature: _____ Date: ____/____/____</p>		

THIS SECTION IS TO BE COMPLETED BY THE ACADEMIC ADVISOR:

How does this CPT meet the student's academic objective? (If you need more space please write a letter or write on the back of this form)		
Has student finished all program requirements at this point? <input type="checkbox"/> Yes <input type="checkbox"/> No		
All students: Expected Completion Date of Degree Requirements: ____/____/____		
Graduate students: Expected Defense Date (or Comprehensive Exam Date for non-thesis Master's students): ____/____/____		
This CPT is:		
<input type="checkbox"/> Required (all students in this major must do an internship or they will not graduate from this program)		
<input type="checkbox"/> An "integral part" of the student's curriculum" and is relevant to his/her academic program.		
Course Name and Number: _____ Semester Enrolled: _____ Number of Credits: _____		
Name (print):	Title:	
Department:	E-mail:	Phone:
Academic Advisor Signature:		Date: ____/____/____