



INTERNATIONAL PROGRAMS OFFICE

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INFORMATION AND OVERVIEW

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student's academic program. CPT is authorized by the P/DSO at the International Programs Office. CPT is typically done on a part-time basis (20 hours/week) during the academic year or part/full-time basis (20+ hours/week) during vacation periods.

Note: NMU policy limits the hours a student can work to a maximum of 20 hours/week during fall and winter semesters, even with authorized CPT.

CPT ELIGIBILITY

F-1 students are eligible for CPT if:

- they have completed two semesters of full-time study (one academic year).
Exception: graduate students whose degree requires immediate participation in an internship.
- they are registered full-time for the academic year during which they are requesting CPT. Students may not take a reduced course load during their CPT.

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

TYPES OF CPT

Required for Degree Program

In order for CPT 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.

Integral Part of an Established Curriculum

If the internship is not required, then it must be taken for academic credit. The student and their advisor must identify the course number on the authorization form and the student must show proof of enrollment.

GUIDELINES FOR CPT

- You must have a signed, written offer of employment from your employer.
- Part-time CPT is defined as working 20 hours or fewer per week and does not affect OPT 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 at that educational level.
- If you change employers while on CPT, you need to file a new CPT authorization request. CPT is employer specific, so you can only work for the employer on your I-20.
- CPT is authorized for specific dates of employment on your I-20. You may NOT begin working prior to your start date. You may NOT continue working after the end date.
- IPO cannot authorize CPT with a start date in the past.
- IPO will only authorize CPT for one semester at a time unless you are in a required internship program that extends beyond the semester.