

**Office of International Programs**

5500 N. St. Louis Avenue

Chicago, IL 60625-4699

773.442.4796

international-programs@neiu.edu

**DEFINITION:**

Curricular Practical Training (CPT) is a type of work authorization meant to give students the opportunity to work off-campus if the work is directly related to the students' academic development in his/her degree program and it must be a credit bearing course.

**MINIMUM ELIGIBILITY:**

In order to be eligible for CPT, you must be in active F-1 status for at least one academic year (one Fall and one Spring term or vice versa).

**PART-TIME VS. FULL-TIME:**

CPT may be authorized as part-time (maximum of 20 hours per week) during the Fall and Spring terms. CPT may be authorized as full-time (no maximum hours per week) during the Summer term, during the Fall/Spring if the degree program has a mandatory requirement for students to complete more than 20 hours of work per week (for example, student teaching), or after completion of regular coursework while enrolled in graduate thesis or final project.

CPT authorization will affect your Optional Practical Training (OPT) if you have worked Fulltime for one full year.

**ACADEMIC REQUIREMENTS:**

**CPT may only be approved if you are getting academic credit for your off-campus work.**

As reflected in its name, CPT is meant for students to gain practical training or experience in their field of study as related to their academic curriculum. CPT will be authorized for the duration of the semester during which you are registered. Some NEIU courses that may work for CPT are internships, practicums, field studies, or independent studies. **Each of these courses must be approved by the department chairperson of your academic major or program.** If the academic department chair is not willing to approve registration for such a course, then CPT cannot be approved.

**You must have a specific job offer in order to be approved for CPT.** It does not matter whether it is a paid or unpaid position.

**HOW TO APPLY:**

To apply for CPT authorization, please submit the following documents to the Office of International Programs in LWH-0008B:

1. CPT Application (attached): This must be signed by you and by the chairperson of your major or program department.
2. Copy of course syllabi.
3. Job Offer Letter: This must indicate the number of hours you will work, what your job duties will be, and dates of employment.

Your CPT approval will appear on the third page of your Form I-20. The Office of International Programs will contact you via email or phone to let you know when your new I-20 is ready for you to pick up.

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THIS SECTION IS TO BE COMPLETED BY THE STUDENT:			
<b>Name: (Last, First)</b>			
<b>Student ID:</b>		<b>SEVIS ID:</b>	
<b>Major/Program:</b>		<b>Education Level:</b>	<input type="checkbox"/> UG <input type="checkbox"/> GD
<b>Have you been in active F-1 status for at least one academic year?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
CPT EMPLOYER INFORMATION:			
<i>Name of Company/Organization:</i>			
<i>Supervisor:</i>			
<i>Supervisor Phone:</i>			
<i>Supervisor Email:</i>			
<i>How is the work integral to the course you are registered for? (must provide copy of course syllabi)</i>			
<b>I understand and agree to the terms and conditions of CPT authorization</b>			
<i>Signature</i>		<i>Date</i>	
THIS SECTION IS TO BE COMPLETED BY THE DEPARTMENT CHAIR:			
Course the student is/will be registered for:			
Term Registered:	Fall [            ]	Spring [            ]	Summer [            ]
<i>The Code of Federal Regulations 8 CFR 214.2 (f) (10) states: "An F-1 student may be authorized, by the DSO, to participate in a curricular practical training program which is an integral part of an established curriculum. Curricular practical training is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school."</i>			
<i>I certify that the above-named course is an integral part of our department's established curriculum, and I recommend CPT approval for this student.</i>			
<i>Signature</i>		<i>Printed Name</i>	<i>Date</i>