Northwest Nazarene University

F-1 Curricular Practical Training

*General Information:* Curricular Practical Training (CPT) is a type of authorization for international students to engage in off-campus training opportunities. Students whose program of study requires an internship or whose academic advisor can verify that the internship adds meaningful experience to the academic program may be eligible to apply. At Northwest Nazarene University (NNU), if an internship is not a required component of a degree program, then the student must enroll for credit. That credit should count, at least in part, toward the student’s graduation requirements. CPT authorization is employer-specific, so a student must have a job offer at the time of application. The training opportunity must be directly related to the student’s field of study.

*Eligibility:* International students who wish to gain CPT authorization must demonstrate that they are in valid F-1 status. To do this, they must enroll full-time for an entire academic year prior to the CPT start date. The only exception to this requirement is for graduate students enrolled in programs that require *all* students in that program to begin a practical training experience before completion of one academic year.

*Part-time or Full-time Authorization:* A student must be enrolled full time during the academic year regardless of whether they intend to work part time or full time at their internship site. Part time CPT does not accrue against Optional Practical Training (OPT). If 12 months of full time CPT is granted, the student is no longer eligible or OPT at that level of study. Students who complete fewer than 12 months of full time CPT are still eligible for 12 months of OPT upon completion of their degree.

*Application:* Before applying for CPT, students must secure a job offer and discuss credit-earning options with their academic advisor. Students should allow at least **5 business days** for application processing and **must not** begin working until they have received the I-20 bearing work authorization.

Remember, CPT can only be authorized the NNU’s PDSO or DSO. CPT is authorized on a semester by semester basis at NNU.

A complete CPT application **must** contain the following documents:

1. CPT verification form (see next page) signed by the student’s academic advisor or instructor of record.
2. A letter on official letterhead from the employer including the following information:

* Job title
* Physical location where the student will be employed
* The beginning and ending dates of the employment period
* The number of hours per week the student will be expected to work
* A brief description of the work the student will be doing

If you have any questions regarding CPT, please contact the Registrar at naayers@nnu.edu.