

## CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) permits students in F-1 status to participate in a paid internship during their course of study. CPT may be authorized if it is an integral part of an established curriculum and meets the following specific requirements:

- Must be valid F-1 immigration status
- Must be in valid academic status for 9 months prior to applying for CPT
- Must maintain full-time enrollment during the academic year (Fall and Spring Semesters)
  - 9 credit hours for graduate students
  - 12 hours for undergraduate students
  - at least 1 credit hour during the summer
- Must be certified to be an integral part of the established curriculum as listed on the Faculty Information and Certification Form.

### To apply for CPT students must:

- Meet with an International Student and Scholar Specialist in the International Student and Scholar Office (ISSO) (Seaton Hall, Suite 201) and review the CPT packet and requirements for CPT.
- Meet with a staff member in Career Services (Nebraska Union – 2<sup>nd</sup> Floor) and review the Internship packet.
- Enroll in the required course
- Complete and submit all required forms as listed below to the ISSO **AT LEAST two (2) weeks prior to your internship start date:**
  - CPT Application Form (obtain from ISSO)
  - Faculty Information and Certification Form in a **SEALED ENVELOPE** (obtain from ISSO)
  - Internship Memorandum of Understanding (obtain from Career Service)
  - Internship Academic Credit Contract (obtain from Career Services)
  - GRADUATE STUDENTS ONLY: Memorandum of Courses (Department or Graduate Studies)

**Certification Forms that are not received in a sealed envelope will be returned to the department and may delay authorization of CPT.**

### AUTHORIZATION:

An International Student and Scholar Specialist will review the application for CPT and will inform the student of the decision. If CPT is approved a new Form I-20 with the CPT authorization on page 3 will be issued to the student. The student must present the Form I-20 to the employer as authorization to engage in CPT prior to beginning the internship and cannot begin the internship until the begin date on the authorization. CPT can be done part-time (20 hours or less per week) or full-time (21 hours or more per week). **Students who engage in one year or more of full-time CPT are not eligible for Optional Practical Training (OPT).**

**FACULTY INFORMATION AND CERTIFICATION FORM  
CURRICULAR PRACTICAL TRAINING (CPT)**

This form must be completed by the appropriate faculty member, signed and submitted to the International Student and Scholar Office (ISSO) **in a sealed envelope**. **THE STUDENT MAY NOT COMPLETE THIS FORM**. Forms that are not submitted in a sealed envelope will be returned to the department and may delay processing of the CPT request.

Federal immigration regulations require that CPT be “an integral part of the student’s established curriculum”. It is further defined by federal regulation as “alternate work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school”. A Designated School Official (DSO) at UNL’s International Student and Scholar Office may authorize CPT only when certain requirements as set forth on the CPT information sheet are met. Failure to follow the regulations will jeopardize UNL’s authority to enroll international students.

To be eligible for authorization for curricular practical training, the employment must fulfill one of the requirements listed below (either Section A or Section B or Section C) and an explanation must be provided as to how the internship will meet the requirements of CPT.

**Please check all that apply**

<b>SECTION A:</b> It is required of all students in a particular degree program
<b>SECTION B:</b> It is required of all students who are in a particular track or who are pursuing a particular option within a degree program
<b>SECTION C: MUST MEET ALL THREE REQUIREMENTS IN PART I <u>AND</u> ONE OF THE REQUIREMENTS IN PART II</b>
<b>PART I:</b> It is an integral part of the student’s degree program <u>and</u> It fulfills a requirement (excluding dissertation & thesis credits) for the student’s degree program <u>and</u> It is listed in the college catalog identifying the course number and the number of credit hours of the course <u>and</u>
<b>PART II:</b> It requires employment of all students enrolled in the course <u>or</u> It is an alternate work/study program <u>or</u> It is an internship or practicum offered by a sponsoring employer through a cooperative agreement with UNL

Student’s Name: \_\_\_\_\_

Course Number and Credit Hours: \_\_\_\_\_

Explanation of how this internship meets the requirements of CPT (this section must provide a complete explanation):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the proposed employment, meets the regulatory requirements as set forth above		
_____ Signature of academic advisor, chair of the student’s doctoral supervisory committee, dean or director		
_____ Printed name and title of academic advisor, chair of student’s doctoral supervisory committee, dean or director		
Date	E-mail	Phone

## CURRICULAR PRACTICAL TRAINING APPLICATION

Name	
Student ID	
SEVIS ID	
Major	
Degree Sought	
Date of Expected Completion	
Date of Expected Graduation	
Academic Advisor	
Academic Advisor E-mail	
Academic Advisor Telephone	
Employer	
Employer's Address	
Position	
Dates of Employment	From:
	To:
Check One:	
	Full Time (More than 20 hours per week)
	Part Time (20 hours or less per week)