



Additional Curricular Practical Training (CPT) Guidelines for IS&T

What is CPT? What are the criteria? How do I apply for CPT?

Detailed information on CPT criteria and the application form is available from the UNO International Studies web site: http://world.unomaha.edu/img/forms/CPT_application.pdf.

Can I work 20 hours per week on my graduate assistantship (or as a graduate student worker) and 20 hours per week on CPT during the Spring or Fall semester?

No, during the regular academic semester, IS&T students are entitled to a total of 20 hours per week of employment in addition to your studies. These 20 hours can be either CPT or on-campus employment or a combination of both, but the employment cannot exceed 20 hours per week.

Can I work on-campus and off-campus at the same time during the *summer* semester?

The summer semester is considered your vacation semester (provided you are enrolled for the Fall semester and the summer is not your final semester). During your vacation semester, you may work as many hours as you like (provided you do not violate any labor laws).

Can I work for more than 20 hours/week in my last semester at UNO?

Students can work full-time in their **final** semester, with department approval. Students can get a full-time CPT approved only with a reduced course load with one final class; this could be a capstone class for example. This means that students cannot do six hours (3 capstone, 3 class) and full-time CPT. They could do capstone and full-time CPT OR one final class other than capstone and full-time CPT.

Students with thesis or thesis equivalent project remaining are NOT eligible for full-time CPT as they are eligible for full-time OPT – they can apply for OPT three months in advance.

Can I request CPT without the recommendation and approval of my academic advisor?

No, CPT is an academic work authorization and we therefore require that your academic advisor review and approve your proposed internship for credit.

Can I apply for multiple semesters of CPT at once?

CPT requires internship credit each semester that CPT is approved and the authorization is given on the I-20 semester by semester. However, summer and fall CPT paperwork may be submitted at once and approved prior to the summer CPT start date if the student is enrolled for the summer and fall internship credit, has a job offer that includes summer and fall hours and dates, and has a CPT form completed by the department for summer and fall. This is convenient for those that know their plans early.

Can I request CPT if my GPA is below the requirement (at UNO this is 3.0 for graduate students, 2.0 for undergraduate students)?

No, per the UNO graduate college, a student's GPA must meet the minimum requirement for "[good academic standing](#)" established in the quality of work standards. We strongly advise that our IS&T F-1 graduate students with a GPA below 3.25 and undergraduate students below 2.50 not work off campus on CPT since the lower GPA reflects a serious concern about successful completion of the degree program.

For all other questions pertaining to F-1 and CPT, please contact UNO's International Office.