



CPT

CURRICULAR PRACTICAL TRAINING GUIDELINES

CPT EMPLOYMENT MUST BE AUTHORIZED AND I-20 UPDATED FOR CPT *BEFORE* WORK BEGINS.

DEFINITION

Practical training is an opportunity for international students in F-1 status to participate in professional, temporary employment directly related to their academic program. Curricular Practical Training refers to an internship, co-op program, practicum or similar employment, which is undertaken prior to the completion of studies. *The training must be a required part of the curriculum OR an integral part of the established curriculum and the student must receive academic credit for the employment. The training cannot have as its primary purpose the facilitation of employment and must not delay the student's progress toward degree completion.*

ELIGIBILITY

- 1) The student is currently in F-1 status, **AND**
- 2) Has been in lawful status and a full-time student for at least one academic year, ^{*} **AND**
- 3) Will remain enrolled as a full-time student while using CPT (except summer),
- 4) Has a job offer (integral to the degree curriculum) from an employer. See below for letter content.
- 5) The student must apply semester by semester and register for internship or independent study credit each semester CPT is approved.

^{*}Only those programs that require all enrolled students to obtain work experience during the first year can have an exception made to #2.

OTHER CONSIDERATIONS

- Part-time CPT can be authorized for a maximum of 20 hours per week.
- Full-time CPT can be authorized for more than 20 hours per week **ONLY** under the following circumstances:
 - During summer **OR**
 - For graduate students or others whose program **requires** CPT.
 - Students who have one course remaining (excluding a thesis or thesis equivalent project) and are otherwise eligible for CPT.
- **Graduate students with only thesis or thesis equivalent project remaining are NOT eligible for full-time CPT as they are eligible for full-time OPT – apply for OPT three months in advance.**
- Most students use 1-3 elective credits of internship or independent study credit to meet the CPT requirements. Few programs at UNO require an internship.
- CPT will not be authorized for students who have completed their degree requirements. Those students should apply for **Optional Practical Training (OPT)**.
- Students who are authorized for and work more than 12 months of full-time CPT are ineligible to receive post-completion Optional Practical Training (OPT).
- CPT is valid only for the exact beginning and end dates noted on the SEVIS I-20.

HOW TO APPLY

Turn in your documentation in Arts and Sciences Hall Room 241 **one to two weeks** before employment is scheduled to begin. Bring the following documents:

- Academic/Faculty Advisor Recommendation for Curricular Practical Training Form (on back of this sheet)
- Proof of registration for CPT credit for one semester
- Letter from prospective employer which includes:
 - Employer's name and address
 - Beginning and end dates of employment
 - Number of hours to be worked per week
 - Duties, title and wages

If all documentation is complete and you are eligible for CPT, the I-20 with the CPT approval will be issued by an International Advisor. You will then be contacted to sign and receive your I-20. Please allow 3-5 business days for processing.

UNO ACADEMIC/FACULTY ADVISOR'S RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

THIS EXPERIENCE IS DESCRIBED IN FULL ON THE REVERSE SIDE.
PLEASE READ THE ELIGIBILITY REQUIREMENTS BEFORE COMPLETING THIS FORM.

STUDENT INFORMATION

Student Name _____

NU ID _____

ACADEMIC/FACULTY ADVISOR'S RECOMMENDATION

1. EDUCATIONAL LEVEL (check one): _____ BACHELOR _____ MASTER _____ DOCTORATE

2. PROGRAM OF STUDY/ANTICIPATED DEGREE _____

3. PROJECTED DATE OF COMPLETION OF COURSEWORK _____

4. NAME OF PROPOSED EMPLOYER _____

5. LOCATION OF EMPLOYMENT _____

6. PROPOSED START DATE _____ END DATE _____

7. PART-TIME (20 hours or less per week)

FULL-TIME (more than 20 hours per week-normally in summer unless required)

8. COURSE NUMBER _____ COURSE TITLE _____

NOTE: The student must receive academic credit appropriate to the level of study.

9. CHECK ONE

The above course is a **required** part of the student's curriculum, and academic credit will be awarded as described in number 8.

The above course is not required, but academic credit will be awarded and the credit will count toward degree requirements.

10. If the employment is not a required part of the student's curriculum, please explain how this will fulfill degree requirements.

I hereby recommend the above-mentioned student for the employment as described on this form.

ADVISOR'S NAME _____ DEPT _____ PHONE _____

SIGNATURE _____
ACADEMIC/FACULTY ADVISOR DATE

SIGNATURE _____
UNO INTERNATIONAL ADVISOR DATE

RETURN FORM TO: UNO INTERNATIONAL STUDENT ADVISING – ASH 241

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EFFECTIVE FALL 2016