

Curricular Practical Training (CPT)

What is Curricular Practical Training (CPT)?

Curricular Practical Training gives F-1 international students authorization to gain employment training and to work in paid/non-paid internships. The student may participate in “curricular practical training program” that is an integral part of an established curriculum and directly related to the student’s major area of study. CPT provides an opportunity for the types of hands-on experiences that are essential when planning your career.

According to the United States Department of Homeland Security, the following qualifications help define Curricular Practical Training:

- Training related directly to your major
- Training is integral to your program curriculum
- NDNU’s Designated School Official (DSO) authorizes your CPT for SEVIS, and updates your official I-20 form
- CPT occurs *before* your program end date on your form I-20
- You must have a training opportunity offer before CPT can be authorized.
- Your CPT must be officially confirmed before you can start working
- You can hold more than one CPT work authorization at the same time
- One year of full-time CPT eliminates your OPT eligibility

Who is Eligible for CPT?

To qualify as a F-1 student CPT visa holder studying in the United States, you must meet the following requirements:

- Your university is a SEVP-certified institution
- You are enrolled full-time and have been a student for at least one year
- You are not studying English as a second language
- You have already received an offer for an internship or job

CPT Application Process

When applying for CPT, the first thing you need is a job offer letter from your prospective employer. Make sure your letter is signed and printed on the official letterhead of your employer. The letter must include the following information:

- Your name
- Job title
- Job description
- Address of employment
- Start and end dates of your CPT employment
- Whether you are working full-time or part-time

When you have the letter from your employer, you can begin the CPT work authorization and CPT application process with NDNU's P/DSO. Your P/DSO will update your I-20 and issue you a new copy with your updated CPT status. Please allow 3 business days to process your request.

Please reach out to your P/DSO before you begin the CPT application process, so you know what to expect when you are ready to start applying for CPT.