



INTERNATIONAL

Curricular Practical Training (CPT) Form

Student Acknowledgement

1. **Qualifying Curricular Placement:** I understand that CPT can only be authorized by the International Student Services Office (ISSO) if the proposed internship, placement, or employment (1) meets a curricular requirement of my program of study and (2) is directly related to my major field as outlined on this form.
2. I must fulfill the prerequisite course called "Career Development Workshop Series" provided by NCWC Office of Career Development and Leadership. Contact jlangle@ncwc.edu for workshop registration dates and information.
3. **Full Year of Study Requirements:** I am eligible for CPT because I have been lawfully enrolled on a full-time basis in a degree program for at least one full academic year (two semesters.)
4. **Part-time versus Full-time CPT:** I understand that if I become authorized for part-time CPT, I may not work more than 20 hours per week in my CPT job and, that if I do so, I will be in violation of my F-1 immigration status. However, If I am authorized for full-time CPT, I may work unlimited hours for the CPT employer/placement.
 - (a) Generally, only part-time CPT is available during semesters in which I am required to maintain full-time enrollment (a minimum of 12 credits or the equivalent)
 - (b) Full -time CPT authorization employment is allowed for all continuing students in the summer. To be eligible, students must enroll for summer internship credit and pay for the number of credits the academic sponsor considers adequate.
5. **Effect on OPT:** I understand that if I am authorized for an aggregate of 12 months of full-time CPT, I will lose eligibility for Optional Practical Training authorization. Less than 12 months of full-time CPT will be deducted from OPT according to how many months of full-time CPT was used.

6. **Course Registration Requirement:** CPT authorization requires registration in the concurrent semester.
 - (a) If I am requesting CPT as a requirement for a course, the course must be for credit.
 - (b) If CPT is authorized for a semester, I must remain registered for the required CPT course for the entire semester or summer session for which the CPT authorization was granted. If I withdraw from the course on which the CPT was based, my CPT will become invalid and I may jeopardize my immigration status.
7. **Working without Authorization:** I understand that I may not lawfully begin my placement or employment until an ISSO advisor has granted CPT authorization. To do so constitutes a serious violation of my immigration status.
8. **Authorization is Employer and Date-Specific:** I understand that CPT is authorized for a specific employer/placement company and location and that I may not work for (or be placed at) any other employer during this period without an amended CPT authorization from the ISSO. I also understand that the authorization is date-specific and that I may not begin work until the start date of the CPT authorization and I must stop working on or before the end date of the authorization.
9. There is no cost for approval of CPT. Summer CPT will have a fee accrued for the NCWC course credit that will be received.

Acknowledgement: I have reviewed the information on both pages of this form and acknowledge that I understand it and will abide by the rules and procedures outlined here. I am submitting this form to the ISSO as a formal request for Curricular Practical Training (CPT) authorization.

Student's Signature _____

Printed Name of Student _____

Date: _____

You may print, sign and scan back to Dawn Turner (dturner@ncwc.edu) or sign and return a paper copy.