



# INTERNATIONAL PROGRAMS

## CPT Fact Sheet

### DEFINING CPT

Curricular Practical Training (CPT) is an employment option available to F-1 students. It must be directly related to the major area of study and students must receive academic credit for the work experience. Credit for CPT may be gained through COOP, internship, independent study, or practicum/special topics courses. Academic departments are responsible for determining the appropriate means of earning credit for proposed CPT employment.

### STUDENT ELIGIBILITY

Students who hold valid F-1 status and who have at least one academic year of full-time may qualify for CPT. Students in an academic program that requires practical experience of all students prior to accruing one academic year of enrollment may qualify for CPT within their first academic year.

### CPT HOURS AND LIMITATIONS

- CPT must be an integral part of an academic program and requires enrollment for employment that is directly related to the major program of study.
- Students must receive academic credit for the CPT work authorization.
- CPT may be granted on a part-time or full-time basis.
  - Part-time CPT is limited at 20 hours per week throughout the entire CPT authorization.
    - Students approved for part-time CPT must maintain full-time enrollment during the fall and spring semesters. (Undergrad = 12 hours)
  - Full-time CPT is granted for employment more than 20 hours per week.
    - If a student accumulates 12 months or more of full-time CPT authorization, he or she is not eligible for OPT at his or her current academic level.
- If a proposed CPT authorization exceeds the length of the normal semester schedule, the student must either cease employment on the last day of the term or receive an “incomplete” for the credit until the entire CPT is completed and evaluated by the academic advisor.

### APPLICATION PROCESS (all application materials can be found at [https://nwacc.edu/web/lss\\_internationaladmissions/](https://nwacc.edu/web/lss_internationaladmissions/))

1. Have a potential employer fill out the CPT Employment Verification Form. Employer must indicate their address, your hours per week, job responsibilities, dates of employment, and sign the form.
2. File your CPT application with the International Programs Office.
3. Indicate the academic advisor that will be approving your CPT application and submit the CPT application. Your application will be sent to your academic advisor and they will review your materials.
4. All students must schedule an F-1 CPT Appointment with a member of International Programs Office. Please allow seven business days for your academic advisor to approve the CPT before scheduling your CPT appointment. This is the final step in the application process as IPO gives the official approval for CPT work authorization.

**NOTE: Do not begin employment until you received written approval for CPT. In addition, do not work after your CPT work authorization expires. All extensions to CPT must be done prior to the expiration of the current CPT in order to continue uninterrupted employment. If you fail to extend your CPT before it expires, then you must stop working as of the expiration date until you are able to obtain new CPT authorization from an IPO advisor.**

International & Student Life Office, 1 College Drive, Bentonville, AR 72712

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