



## Curricular Practical Training (CPT) Information

Off-campus work, internship, or volunteer authorization for F-1 Visa International Students

NOTE: CPT must be authorized by the NWTC International Programs Department and an I-20 authorizing CPT must be issued to students **PRIOR** to their first day of work.

### General Information:

- The purpose of CPT is to provide students a ***training opportunity that is an integral part of the established curriculum***. The work, internship, or volunteer experience should advance the students understanding of their area of study and provide them with career-related skills, training, and experience.
- CPT must be tied to an approved course from the student's area of study within the same term or session as the CPT employment is performed. Approval is determined by the NWTC academic department.
- CPT employment may either be part-time (no more than 20 hours per week) or full-time (more than 20 hours per week). Students must maintain full-time study while participating in CPT.
- CPT authorization will need to be updated each term or when a student switches between part-time or full-time hours.
- More than one year of **full-time** CPT authorization will disqualify an F-1 student from future participation in Optional Practical Training authorization after graduation.
- Working off-campus without authorization is a violation and will result in status termination.

### Steps for Students to Apply for CPT:

1. Find employment, an internship, or volunteer opportunity that qualifies for CPT. You may find it helpful to speak with the Career Services Office or your Class Internship Coordinator.
2. Have the employer fill in the employer sections of the Employer Agreement Form (pages 2,3)
3. Fill in the student section of the Employer Agreement Form (page 3)
4. Get approval from your Associate Dean, Dean, or Class Internship Coordinator
  - a. Share the Employer Agreement Form for them to review and fill out (page 3,4)
5. Register for the appropriate course/credits as agreed upon.
6. Submit the completed CPT Employer Agreement Form to the International Programs Office (SC 118) at least two weeks before your internship is expected to begin.
  - a. Receive the I-20 from International Programs with CPT work authorization.
  - b. If you do not already have a Social Security Number, please include a note that you need the Social Security letter from International Program staff.



## Curricular Practical Training (CPT) Employer Agreement Form

### Acknowledged Agreements of CPT Employers and Supervisors:

As an employer of an NWTC F-1 International Student, by completing the CPT Employer Agreement Form, you acknowledge and agree to:

- Not permit the student to begin employment until an I-20 with CPT authorization has been provided by the student
- Not permit the student to work beyond the expiration date of their CPT authorization stated on their I-20
- Not to exceed 20 hours of work per week for a student with part-time work authorization

*For All Questions, Please Contact:*

Jenna Putzstuck, Designated School Official ([jenna.putzstuck@nwtc.edu](mailto:jenna.putzstuck@nwtc.edu) or 920-498-5443)

(or if unavailable) Beau James, International Student Recruiter ([beau.james@nwtc.edu](mailto:beau.james@nwtc.edu) or 920-498-5702)

### ***PART I - To Be Completed by Student:***

Last (Family) Name: \_\_\_\_\_

First (Given) Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student Email and Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Expected Graduation (Month/Year): \_\_\_\_\_

***PART II - To Be Completed by Employer:***

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor Name, Position: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Employer Identification Number (EIN): \_\_\_\_\_

Student Position Title: \_\_\_\_\_

Position Description/Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_

End Date (if known)\*: \_\_\_\_\_

\*Students are expected to complete CPT activities at the end of the term corresponding to the class they have tied to the CPT activity. It is possible to extend CPT authorization beyond this date, but the student will need to renew their CPT paperwork tying the CPT to a course for which they are enrolled in the next term.

Hours per week: \_\_\_\_\_ (Part-time  $\leq$  20 hours; Full-time  $>$  20 hours)

Will the position be completed at the address of the company listed above? If **no**, please note the address where the student will engage in activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Official (printed)

\_\_\_\_\_  
Title

***PART III - To be completed by Associate Dean, Dean, or Internship Coordinator:***

*I have discussed the above Curricular Practical Training opportunity with this student. I verify the following:*

1. This internship will fulfill the requirements of OR directly supports the curriculum for the following NWTC Academic Program or courses:

Class Catalog number \_\_\_\_\_ Course Title \_\_\_\_\_  
(i.e. 21612) (i.e. Bus Mgmt Career Experience)

Number of credit hours \_\_\_\_\_

2. The student's CPT approval is for (*term & year*): \_\_\_\_\_

*By signing below, I acknowledge that the CPT experience for this student is considered an integral part of the established curriculum:*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_