

Curricular Practical Training (CPT) Policy

Curricular Practical Training (CPT) is a type of work authorization available to F-1 students for a specific type of training. The training must be an integral part of the student's program of study. In order to be an integral part of the program of study a student must receive academic credit for the training which can be counted towards their major field of study.

Any student with F1 status who is engaged in employment for which they received compensation is required to have work authorization. Compensation is any form of financial benefit which is received as a result of the service provided. Although compensation may include money paid to the employee it is not limited to this. Compensation such as reimbursement for tuition, stipend for transportation, registration for conferences, etc. may all be considered as compensation.

Eligibility Requirements:

To be eligible for CPT authorization from NOVA a student must meet all the following requirements:

- Maintaining F1 status
- Enrolled in an Associate degree program at NOVA
- Completed one academic year of full-time study in F1 status
- Completed one semester of full-time study in an Associate degree program at NOVA
- Must have a cumulative GPA of at least 2.0
- Prove the employment is a requirement of your degree and that you will receive credit for it.

U.S. law requires an individual to obtain work authorization before starting any type of compensated employment. For students in F1 status beginning employment without authorization is a violation of status and will result in the termination of F1 status.

Obtaining CPT authorization:

CPT must be approved by the NOVA Division Dean and then will be authorized by the International Student Advisor based on the Dean's approval that the work is considered an integral part of the student's academic program.

Student can work part-time when school is in session and full-time during school breaks. Work can be for multiple semesters, but credits earned must count toward completion of your degree. If authorized for 12 or more cumulative months of full time CPT, you will lose your eligibility for OPT.

To apply for CPT authorization a student must;

1. Student must meet with their International Student Advisor to review eligibility for CPT.
2. Submit CPT request via E-Form [F1 Request for Services 125-061](#).
 - Upload the Curricular Practical Training (CPT) Application with Division dean signature
 - Upload an offer letter from an approved employer
3. International Student Advisor will enter authorization in student's SEVIS record and update I-20.
4. Student will provide updated I-20 and I-9 form to employer as proof of their eligibility to work.
5. If student needs a Social Security number to be paid, they will need to take the updated I-20, OIS authorization letter, offer letter and SSN application to a Social Security office.

Curricular Practical Training (CPT) Application

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Source: [8 CFR 214.2(f)(10)(i)]. CPT is available only prior to the completion of the degree program and a student must have a CPT-eligible job offer at the time of application. CPT employment may not delay completion of the academic program.

At NOVA students may only participate in training which is considered a requirement of their academic program.

The CPT training opportunity must be approved by the related academic Division who recognizes it as part of the degree program.

A student who wishes to apply for CPT authorization must:

1. Fill out Section A and have Section B signed by the NOVA program Dean or Associate Dean of the relevant academic division.
2. Receive Offer Letter from employer that provides details of the training (noted in Section B).
3. Submit online F1 Request for Services Form
4. Make an appointment with your International Student Advisor to review the application.

Request for CPT Authorization

Section A: This section must be completed by the student.

Last Name:

Given Name:

NOVA SIS #:

Associate Degree program:

I am requesting Curricular Practical Training authorization. I confirm on the penalty that I may forfeit my F-1 status that all the information included in the application is correct. I agree that I have not been employed without work authorization at any time and will stop employment as soon as this authorization expires.

I understand that this training is required to obtain academic credit and if I fail to complete either the training or the academic requirements for the course it will result in the termination of the CPT authorization.

Student Signature

Date

Section B: This section must be completed by the NOVA Academic Dean or Associate Dean

The Department of Homeland Security permits the International Student Advisors at the College to authorize Curricular Practical Training (CPT) [8 CFR 214.2(f)(10)(i)] which allows students to participate in training for which they receive financial compensation. **To qualify for CPT the training must be considered an integral part of the established curriculum for which the student will receive credit as a part of their associate degree program.** To ensure compliance with DHS regulations the academic department is required to confirm that the training which will be undertaken by the student is considered part of their required curriculum for their Associate degree program and will not delay completion of their program.

Note below the course which student is enrolling to obtain credit for this training:

Semester	Course Prefix	Course Number	Number of credits

Details of the Employment:

Name of Company/Organization:

Address of Work Site:

Employment Supervisor Name:

Supervisor Title:

Telephone number:

Email address:

Beginning date:

Ending date:

Number of hours per week:

This is to confirm that the above-mentioned student will be engaged in training for which they will receive academic credit.

Name of NOVA Academic Dean/Associate Dean

Signature

Date

Name of International Student Advisor

Signature

Date