



## Curricular Practical Training

### Purpose

Curricular Practical Training (CPT) is defined as training, internship, cooperative education, or any other type of required internship or practicum. The CPT application must be approved by the International Office prior to the start date of the training.

### General Information

- Student must be in lawful full-time status for one full academic year, unless the student is enrolled in a program that requires immediate participation in CPT
- Training must be an integral part of the program of study or course curriculum
- Job offer is required
- CPT is job specific and cannot be transferred to another employer
- Student can begin the employment only after the receipt of the official approval from the International Office. This approval will be a CPT endorsement on the third page of the I-20.
- Work authorization can only be given for one quarter or semester at a time
- Part-time curricular practical training is employment for 20 hours or less per week while the student is simultaneously enrolled in classes. Part-time curricular practical training does not count in determining eligibility for post-completion optional practical training.
- Full-time curricular practical training is employment for more than 20 hours per week, it is only available during annual vacations. Exceptions to this include graduate students who are enrolled in a full-time continuation course, engineering students who are participating in the co-op program, SESP students participating in the Junior Year Practicum, prosthetics/orthotics students who are completing clinical training, or for other students whose programs require full-time training during the academic year. These students can work full-time during the academic year. Students who receive one year or more of full-time curricular practical training are ineligible for optional practical training.

### Categories

1. Work is needed to fulfill requirements for a specific course. The student must be enrolled in the Course during the period of CPT *and* must be enrolled in the course at the time of application.

*Exceptions include:*

- Kellogg students who are participating in a summer internship will enroll in MGMT 512 during the fall quarter immediately following the summer internship. *Kellogg students do not need to be enrolled in MGMT 512 at the time of application.*
- Undergraduate students minoring or concentrating in Business Insitutions who are participating in a summer internship will enroll in BUS\_INST 392 during the spring quarter immediately preceding the summer internship. Undergraduate students minoring or concentrating in Business Insitutions must be enrolled in BUS\_INST 392 during the spring quarter at the time of application.
- Graduate students who are participating in summer employment, are finished with all formal course work, and have been enrolled in research continuation during the spring quarter do not

need to enroll in research continuation during the summer quarter. However, the student must be enrolled in a full-time continuation course for the fall quarter at the time of application.

2. Work is part of an established co-op or clinical training program. Student must be enrolled in the co-op program or clinical training program at the time of application.

*Exception:*

- Prosthetics/Orthotics students are not required to enroll while completing clinical training

3. Graduate students who are registered for thesis, disseration, or continuation courses and the work is nessesary for the completion of the thesis, dissertation, or degree.

### **Pre-established Courses that Qualify a Student for CPT\***

\*This list is not exhaustive. The International Office reserves the right to approve or deny courses on a case by case basis. If the course that you will enroll in is not on this list, your academic advisor can write in the course name on the Academic Advisor's Recommendation form (below).

#### Kellogg Students

- MGMT 512: Cross-cultural Management Practice (taken in the fall, following summer internships)

#### LLM and JD students

- Law Practice Field Study

#### Prosthetics/Orthotics students

- While completing up to 500 hours of clinical training, the student is not required to enroll in coursework (250 hours for Prosthetics plus 250 hours for Orthotics)

#### Undergraduate Students who will minor or concentrate in Business Institutions

- BUS-INST 392: BIP Internship Seminar

#### Undergraduate Students who will major or minor in a degree awarded by the School of Communication

- RTVF 348 (.25 credit course)

#### Undergraduate Students who are participating in the Chicago Field Studies Program

- Any CFS course

#### Undergraduate and Graduate Engineering Students who are participating in a co-op program

- COOP 310
- COOP 510

#### Undergraduate Students who are participating in the School of Education and Social Policy Junior Year Practicum

- Enrollment required in both SESP 383: Human Development Practicum and SESP 385: Practicum Analysis Seminar

#### Graduate Students

- TGS 503, 512, 588, 598, 599
- 3 Units of TGS 590 or other 590 courses
- Music continuation courses

## How to Apply

1. Attend a mandatory practical training workshop – see our website for the schedule [www.northwestern.edu/international](http://www.northwestern.edu/international). At the end of the session, you will receive a workshop certificate.
2. Obtain a job offer letter with specific employment dates, hours per week, and employer's address
3. Have your academic advisor, department head, or dean fill out and sign the Academic Advisor's Recommendation form included below
4. Turn in the following documents to The International Office:
  - CPT Checklist
  - Practical training workshop certificate
  - Academic Advisor's Recommendation form
  - Job offer letter (see sample below)
5. If the application is approved by your international student advisor, the period of Curricular Practical Training will be entered into SEVIS and a new I-20 will be printed for you. If your application is not approved you will be e-mailed by your international student advisor.
6. Apply for a Social Security number after picking up the I-20 at the International Office. You will need a letter from the International Office. You can obtain this after your CPT has been approved by completing our [Document Request Form](#) online.

## Job Offer Letter

The letter should be typed on company letterhead stationary and must contain the following information:

- job title and responsibilities
- dates of employment
- number of hours per week
- employer's address and phone number
- address where the employment will take place
- signature of hiring manager







## CPT Checklist

Student's Name: \_\_\_\_\_ EMPLID:

This checklist must be completed and turned in with your CPT application. Incomplete applications will not be accepted or processed

- Practical training workshop certificate
  
- Completed Academic Advisor's Recommendation form
  
- I am enrolled in an applicable CPT course (see instructions for applicable courses and exceptions)
  
- Job Offer Letter that fully conforms to the requirements indicated in the instructions for CPT