CURRICULAR PRACTICAL TRAINING
FOR STUDENTS IN F-1 STATUS

The Basics of Curricular Practical Training (CPT): CPT is defined as an internship or practicum experience that is an integral part of an established curriculum. In basic terms this means the training is necessary to the completion of a degree program as reflected in the student’s degree plan or graduation requirements. It must also be a particular course taken for credit through NDSU’s Internship Program or the academic department. No CPT is available after any I-20 extension as extensions are for only academic reasons and cannot be granted for employment. CPT is considered to be practical training in your field that benefits you as an essential part of your academic program of study. It is intended as an option available to F-1 students should one choose to utilize it and is not intended to be a means towards pure off-campus employment or a future permanent position or immigrant status.

Students must have a job offer before applying. CPT is authorized for one specific employer, at a specific location and for specific dates as approved by the ISSAS office.

Students authorized for CPT will receive a new I-20 with CPT authorization indicated on the 3rd page. This is the student’s work authorization for employment purposes. The student must not start working until they have the CPT I-20 authorized for those specific dates.

Knowing CPT procedures and regulations prior to applying is extremely important. Viewing the Practical Training Seminar online under the “Employment” section of the ISSAS website and reading this application in full is required prior to meeting with an international student advisor about CPT or before submitting an application for CPT. The Practical Training Seminar presentation is located online at: http://www.ndsu.edu/international/employment.

Eligibility and Limitations
Students must maintain full-time status each term to comply with immigration requirements. Undergraduate students in their last semester are not allowed to do only CPT during their last term (including summer). Students are not limited in the amount of CPT they can use, but those who use one year or more of full-time CPT will be ineligible for Optional Practical Training (OPT). NDSU recommends students do not exceed approximately 11.5 months of full-time CPT so that they may retain the ability to apply for OPT in the future. Please note that any part-time CPT (20 hours or less per week) is not counted towards this one year threshold.

Practical training is limited to part time (20 hours per week or less) while school is in session and full-time during holidays or school vacations. Graduate students who have completed all course work may be eligible to work full-time (more than 20 hours) during the school terms.

However, please note that graduate students are no longer eligible for CPT once they have defended their thesis or dissertation and instead should apply for OPT if practical training in your program is desired.

Submitting an application for CPT does not automatically guarantee the granting of CPT. CPT opportunities are first approved by the student’s department to ensure the position directly relates to and is necessary for their academic program of study. Because CPT is being done to satisfy a degree requirement, the employer, the student, the student’s Academic Advisor, and the NDSU Career Center must agree upon the suitability of the employment and that the objectives for the program are clearly defined. Also note that if the student decides to change employers, they must stop working and apply for new CPT authorization, starting again with completing a new CPT application.
CPT Application – How to Apply

STEP 1: Fill out entire application and present the following forms to your academic advisor for their approval:

- Student Request for CPT (page 3)
- Curricular Practical Training Endorsement Form (page 4 and 5), completed by your advisor/department chair.

STEP 2: After receiving forms back from your academic advisor, turn in all CPT documents to the front desk of the ISSAS OFFICE

1. Student Request for CPT
2. Curricular Practical Training Endorsement Form from your department
3. Letter on NDSU letterhead paper from your Academic Advisor/Department Chair (as described in the Endorsement Form).
4. Student Responsibility Statement
5. Practical Training Seminar Confirmation, Practical Training Health Insurance Statement and Academic Progress Statement
6. A copy of your job offer letter. The letter must include at least the beginning date and ending date preferred and it must state that the student is being hired as an intern or to do a practicum or a co-op position.

   It must be written on official letterhead, signed by the employer, include a position title, job description, and salary. In addition, the letter should also state how it is related to your degree program and is a necessary part of the completion of your degree.

   →If the letter does not state that the position is an internship, practicum or co-op experience, you cannot apply for CPT.

STEP 3: After you submit your application, please be patient while your application is being reviewed.

- Your international student advisor will review your request and then be in contact with you about getting registered for your internship at the NDSU Career Center.

STEP 4: The Career Center will contact us when you have been registered, and your international student advisor will authorize your CPT in SEVIS.

STEP 5: A new I-20 will be printed for you. Your advisor will email you when you can come in and pick up the new CPT I-20.

→As you are waiting for your application process to be finished, keep in mind you must allow 7-10 days for CPT authorization to be completed. If your employer asks when you can begin, you must explain that you cannot start until approximately 7-10 days from the date you submit your complete CPT application. Submitting an incomplete application can delay processing if we must wait for you to submit additional documents.

-Please see the following page for the Student Request for CPT-
Student Request for CPT

Last/Family Name: ____________________________ Student First/Given Name: ________________

Major: ____________________________________ Level of Study: □ Undergraduate □ Graduate

Your Expected Date of Graduation: ____________________________

If you are a graduate student: Have you completed all your coursework: □ Yes □ No

Have you defended* your thesis/dissertation: □ Yes □ No

*If you have not yet defended your thesis/dissertation, approximately when will you defend?

Enter approximate date here: ____________________________

Are you currently receiving an assistantship or an on-campus job? □ Yes □ No

*If yes, indicate the total number of hours per week __________ hours a week

DESCRIPTION OF CURRICULAR PRACTICAL TRAINING PROGRAM

Your CPT Employer Name: ____________________________________________________________

Physical Address of Employment Location: ____________________________________________

City: ____________________________ State: ____________ Zip: ____________

Name of Supervisor: ________________________________ Supervisor Telephone: __________

Your CPT Employer Name: _______________________________________________________________________________________

Physical Address of Employment Location: ____________________________________________________________________________

City: _________________________________          State: _______________ Zip: ___________

Name of Supervisor:____________________________________________________  Supervisor Telephone:______________________

What are your job responsibilities? _____________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

What are your goals in undertaking this internship? __________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

How is this internship related to your field of study and how is it a necessary part of your degree?

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

_____________________________________________________________________________________________________________________________

I understand that intentionally providing false information on this application violates the NDSU Student Code of Conduct. With my signature I hereby declare that this application for Curricular Practical Training is accurate and complete.

Student Signature ___________________________________________________________ Date ________________

Start date for Curricular Practical Training: ____________________________

Ending date for Curricular Practical Training: ____________________________

Exact dates are necessary to create I-20. Please keep in mind the 7-10 day processing time when selecting a start date.

____________________

Number of hours per week (0-20 = part-time; 21+ = full-time): ______________

(Please initial) ______ I verify that my offer letter states that this position is an internship, practicum or co-op experience. I understand that this letter will be reviewed by the OIP.

I understand that intentionally providing false information on this application violates the NDSU Student Code of Conduct. With my signature I hereby declare that this application for Curricular Practical Training is accurate and complete.
CURRICULAR PRACTICAL TRAINING ENDORSEMENT FORM

This form (pages 4 and 5) to be entirely completed by Academic Advisor or Department Chair

ACADEMIC ADVISOR OR DEPARTMENT CHAIR: First please review the Student Request for CPT form, completed by the student. Then, you must fill out pages 4 and 5 in their entirety, below. Please note: Curricular Practical Training (CPT) is a type of employment authorization that is available to international students in F-1 status and is granted for an internship or practicum experience that is defined by U.S. immigration regulations as being an integral part of the student’s curriculum. “Integral” for the purposes of immigration is defined as employment or training in a practical setting which is necessary to the completion of a degree. In addition, pursuit of a CPT experience should not delay the student’s completion of studies. CPT should be of utmost academic benefit and is not a means towards pure off-campus employment. Also please note that if a student has already defended their thesis/dissertation, the student is no longer eligible to pursue CPT.

This information we are requesting of you is to help ensure that North Dakota State University is in compliance with immigration regulations per United States immigration regulations found in 8 CFR 214.2(f). Please complete this form and then at the end of page 5, you will be asked to write a letter as to the importance of this internship to the student’s curriculum. Please note: Students must be registered for credit while participating in curricular practical training.

Name of the student who is applying for CPT: __________________________________________

First, please circle which position applies to you:

<table>
<thead>
<tr>
<th>I am the student’s academic advisor</th>
<th>I am the department chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Also please initial here ________________</td>
</tr>
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</table>

1. I have reviewed the Student Request for CPT form which lists employer/employment details. □ Yes □ No

2. After reviewing the student’s offer letter and position description, please write the following employment details here to verify student has discussed the position with you:

   Employer Name: __________________________________________
   Position Title: ___________________________________________

   Will the student work part-time (up to 20 hours) or full-time (more than 20 hours) in this position?
   □ Part-Time □ Full-Time

3. As required by the CPT regulations, I have confirmed that the offer letter states this position is an internship, practicum, or co-op experience. □ Yes □ No

4. Is the student in good academic standing and meeting departmental expectations? □ Yes □ No
   (If the answer is “No,” the student should not be eligible for Curricular Practical Training)

5. Will the student be continuing an assistantship through the department during the internship? □ Yes □ No

6. Note which of the following applies to this student’s curricular practical training (check all that apply):
   □ It is a requirement for all students majoring in this program.
   □ It is an elective experience (not required)
   □ Multiple work terms are anticipated (Please note that CPT is authorized on a semester-basis only. Students wishing to do more than one semester will be required to submit a new application each time)
   □ This employment will not interfere with the student’s ability to complete their studies in a timely manner.
CURRICULAR PRACTICAL TRAINING ENDORSEMENT FORM (continued)

This form (pages 4 and 5) to be entirely completed by Academic Advisor or Department Chair

7. Please provide the student’s expected date of graduation (month/year): __________

8. How many credits does the student have remaining to graduate? ________ credits

9. Has the academic advisor met with the student to establish specific course objectives the student will be expected to achieve during the training? □ Yes □ No

Please note: Students must be registered for credit while participating in curricular practical training.

For this position at: ________________________________, the student will:

☐ Receive academic credit through department:
   For example – course prefixes designating a practicum, internship or field experience

☐ Be required to register for internship credits through the NDSU Career Center
   For example – [course prefix] 397 or 795

Academic Advisor/Department Chair Statement:
As the student's academic advisor or department chair, I have filled out pages 4 and 5 entirely. I have reviewed the curricular practical training program outlined by the student and consider the employment to be related to the student's program of study and is considered an integral part of the student's curriculum, and that it is an internship, practicum or co-op experience as per U.S. immigration regulations found in 8 CFR 214.2(f). I approve the amount of time requested as necessary to complete the goals and objectives of the internship. With my signature, I recommend that you authorize this student to participate in curricular practical training as described. I understand that CPT is designed to provide practical training and is not a mechanism for the student to simply work off-campus and earn money. Failing to adhere to the regulations could result in the student violating immigration regulations and could jeopardize NDSU's ability to host international students. My signature confirms that the information in the student’s application and on this form is true and that this employment information will be reported directly to the Department of Homeland Security so that NDSU may authorize this employment.

Signature of Academic Advisor or Department Chair _____________________________________________________________________________

Printed Name and Title __________________________________________ Date ________________________

Email Address __________________________________________ Telephone Number ___________________________

☐ Academic Advisor or Department Chair:

In addition, please write a letter on NDSU letterhead paper which states the student’s job title and job duties as you know them to be and how this particular internship, practicum or co-op experience is necessary to this student’s degree plan. Explain how this internship is directly related to the student’s thesis research or academic goal and how the student will continue academic progress during the completion of this experience. Please give this letter back to the student along with this “Curricular Practical Training Endorsement Form” that you completed and signed. We appreciate your assistance! This information is kept on file to justify the granting of this practical training authorization as per U.S. federal immigration regulations under 8 CFR 214.2(f).
STUDENT RESPONSIBILITY STATEMENT

- With this application, I certify that I have read all pages of this application in full and have submitted all required documents to the ISSAS office as listed in Step 2. If my application was not complete upon submission, the time needed to process my application will be delayed.
- I certify that I have submitted an offer letter which states the position is an internship, practicum or co-op experience.
- I understand it takes 7-10 days to process my CPT application and to receive authorization on my SEVIS record. I also understand that it is not possible to expedite the process via inquiries made at the ISSAS office or Career Center.
- I understand that if there is a hold on my account which prevents me from getting registered for co-op credits at the Career Center, my application process will be delayed until the hold is removed and I can be registered for co-op credits. It is my responsibility to notify the Career Center when the hold is removed.
- I will explain to my employer the importance of immigration regulations and work authorization, and that this set processing time is needed to ensure accurate processing of my CPT. If I have not allowed enough time for processing, I must explain to my employer that my start date may be delayed.
- No CPT is available after any I-20 extension. I understand that students are no longer eligible for CPT and must apply for OPT instead if a student has already extended their I-20 previously.
- I will begin work only once my CPT is authorized and only after the start date on my CPT has arrived. I understand that working without authorization creates serious implications for my immigration status.
- I understand that if I am requesting part-time CPT authorization, my total work hours (any on-campus plus off-campus employment) cannot exceed 20 hours/week.
- If I am a graduate student requesting full-time employment authorization during the academic year, I confirm the following: 1) that I will continue to work full-time on my research/thesis and 2) that the full-time employment will not impede the progress of my academic program.
- If I am a graduate student, I understand that once I defend my thesis or dissertation, I can no longer do CPT. If I defend during the middle of my CPT, I will terminate my CPT employment upon the date of my defense and agree to update the ISSAS office and Career Center with any such change.
- If I am graduating at the end of the term in which I am doing CPT, I understand I cannot do only CPT and must remain registered for credits during this final term, in addition to my CPT credits – and I agree to request a Reduced Course Load if I will be less than full-time.
- I understand that I must stop working on or before the CPT end date on the I-20. If I want to continue CPT past that date, I agree to fill out another complete CPT application and will allow 7-10 days for processing. If I fail to extend my CPT and work without authorization, I understand that this will have serious implications for my immigration status.
- CPT is considered to be practical training in your field that benefits you in your academic program of study. It is not intended to be a means towards off-campus employment or a permanent position. F-1 students are considered non-immigrants and the main goal for F-1 students is for academics and obtaining a degree, not for you to be able to work off-campus. Repeatedly seeking off-campus employment, switching positions and appearing to planning your academics and graduation around your employment can lead to the Office of International Student & Study Abroad Services and USCIS questioning your intent as an F-1 student. When seeking off-campus employment, ensure that your off-campus employment is always directly related to and integral to your academic program and approved by your academic advisor.
- Because CPT is being done to satisfy a degree requirement, the employer, the student, the student’s Academic Advisor, and the NDSU Career Center must agree upon the suitability of the employment and that the objectives for the program are clearly defined. Submitting an application for CPT does not automatically guarantee CPT.
- I understand that this permission for the internship is valid only for the employer given in this application. If I want to switch employers, I understand that I must stop working and apply for new CPT authorization for the new employer by completing a new CPT application.
- While on CPT, I understand that I must keep the ISSAS office up-to-date with changes to my name, address, and employer address within 10 days of any change.
- I understand that failure to comply with any of the above conditions could result in loss of my F-1 status.

-You are required to keep a COPY of this page for your records-

____________________________________  _____________
Student Signature                    Date
Practical Training Seminar Confirmation

I understand the CPT procedures given in the Practical Training Seminar and that I have submitted a complete application.

With my signature, I confirm that I viewed the required Practical Training Seminar presentation online on the Office of International Student & Study Abroad Services website on this date: ____________________ (Month/Day/Year)

Signature ____________________________________________

Curricular Practical Training
Health Insurance Statement

To apply for Practical Training, I understand I must be continuously registered for classes at NDSU and therefore realize that I will be charged for health insurance. Even if my employer provides me with health insurance during Practical Training, I know that as long as I am studying at NDSU, I am required to be covered by the North Dakota state mandated health insurance policy and cannot request a waiver.

____________________________________________________
Last (Family) Name, First Name (Please Print)

_______________________________________   _____________
Student Signature       Date

ACADEMIC PROGRESS STATEMENT

I, ____________________________________________, acknowledge that Practical Training is an opportunity for international students to obtain work experience directly related to their field of study during their program. It is not automatically granted work guaranteed by the United States Immigration and Citizenship Services. Immigration regulations require me to always be making progress towards the completion of my degree and my Curricular Practical Training experience is an integral part of my degree completion. I will remain enrolled and maintain F-1 status during my entire CPT experience. If I am not located in the Fargo-Moorhead area during my practical training, I will document for my own records what I was doing to make progress towards my degree and how I attended classes if registered. If I am a graduate student, I will remain registered for thesis/dissertation credits and make regular contact with my academic advisor and meet in person when necessary during my CPT period. This information may be required in the future by USCIS to verify my physical presence during this time.

Sign here to verify you understand: ____________________________ Date: ___________________
General Information on Social Security Tax

Students in F-1, M-1, and J-1 immigration status are subject to social security (FICA) withholding if they are “residents for tax purposes”. Students in F-1, M-1, and J-1 status generally become “residents” for tax purposes after they have been in the U.S. for five years. Verification of the immigration status and proof of permission to work must be provided to the employer.

For students in F-1 status, income from the following is NOT subject to social security tax regardless of the amount of time spent in the U.S.:

1. Services performed by an enrolled student for the school he/she regularly attends.
2. Service performed for state of local government, unless an agreement with the federal government is involved.
3. Services performed for a foreign government.
4. Services performed for an international organization.

J-2 and H visa holders, however, are subject to social security tax. Those in J-2 and II status are not entitled to social security benefits and contributions they make to the system cannot be recovered. Social security tax and benefits apply to “green card” holders on the same basis as U.S. citizens.

Occasionally, social security tax is mistakenly withheld from an alien’s wages. In order to receive a refund, the employee must first seek assistance from the employer who withheld the tax. If the employer is unable (or unwilling) to assist, the employee can complete IRS Form 843, submitting it with copies of Form W-2, Form I-94, and proof of permission to work to the International Revenue Service Center where the employer files tax reports. If the location of this service center is unknown, contact:

International Revenue Service Center
Philadelphia, Pennsylvania 19255

Include a statement that a refund was requested from the employer, but has not been obtained. Expect to wait a year for a refund or social security tax.

International Social Security “Totalization” Agreement

The United States has concluded social security “totalization” agreements with Austria, Belgium, Canada, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, and the United Kingdom. These agreements eliminate double coverage for the same work. Under some of these agreements, individuals not ordinarily exempt from U.S. social security taxes may establish exemption. For more information, contact the local Social Security Administration or write:

U.S. Social Security Administration
Office of International Policy
P.O. Box 17741
Baltimore, Maryland 21235

Please note: Keep this page for your records