



## **CPT Employer Guide**

### **DEFINING CPT**

Curricular Practical Training (CPT) is an off-campus employment option available to F-1 students when the training experience is considered to be an integral part of the established curriculum and directly related to the student's major area of study.

“Training” is used here to refer to paid or unpaid internships or employment. According to Immigration regulations, CPT may be an internship, practicum, or other work experience that is required for the degree program (as defined in the course catalog) or for which academic course credit is awarded.

### **EMPLOYER ROLE**

- Sponsoring employers, agencies, or other institutions may offer employment or training to University of North Dakota F-1 students in paid or unpaid internships or practical training experiences.
- Most students engage in CPT during the summer months, but CPT may also correspond with the academic semester calendar. If the student participates in full-time CPT for 12 months or more, s/he is no longer eligible to participate in Optional Practical Training (OPT).
- Full-time (over 20 hours) CPT is only approved during official school breaks (winter, spring, summer). Only part time (up to 20 hours) is approved during regular semesters.
- The student must have CPT authorization from the International Center at UND before beginning any training/work. When granted, CPT authorization is clearly noted on page 2 of the student's SEVIS Form I-20.
- The student may not begin work prior to the CPT start date printed on page 2 of the I-20 and may not work beyond the noted CPT end date, without prior authorization from the student's UND International Student Advisor.

### **EMPLOYER OFFER LETTER**

The employer must provide the international student hire a written offer letter on official letterhead. The following information must be included in the letter:

1. Employer Name
2. Employer Address – and location where student will work
3. Employment Start and End Date
4. Number of Hours Expected to Work Per Week (Full-Time or Part-Time)
5. Position Title
6. Detailed Position Description
7. Statement of How the Position is Relevant to the Student's Major Area of Study (preferred, but optional)
8. Name of Immediate Supervisor (if known)

International Center  
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