

Curricular Practical Training (CPT) / CO-OP

"Students enrolled in a college or university may apply for curricular practical training through a Designated School Official (DSO). The training must be an integral part of an established curriculum such as an 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." < 8 CFR 214.2(f)(10)(i)>.

In other words, an NKU international student who is maintaining F-1 status can apply for Curricular Practical Training (CPT) through a Designated School Official (DSO) in the Office of International Students and Scholars (OISS) for the purposes of enhancing his or her educational objectives. However, the employment must be recommended by the student's faculty advisor and the student should receive academic credit for this internship work or the course must be listed in the university catalog as being required for all students in the major field of study. Also, the student must utilize the services of the Career Development Center (CDC). The student may enroll in the Cooperative Education Program (CEP 300 for non-technology undergraduate students and CEP 600 for Graduate Students). In some cases, academic credits may be obtained through the department's own program options such as practicum or internship credits which may lead to paid or unpaid positions.

1. PRIOR to beginning work, the employment MUST be authorized in writing on the third page of the student's I-20 by the Office of International Students and Scholars (OISS). A new I-20 will be issued to the student who will give a COPY to the employer.
2. To obtain authorization, the student must submit ALL necessary paperwork required by CIS to the Office of International Students and Scholars. A minimum of three days is required in order to review the COOP position, the recommendations, the student's schedule and, if eligible, to authorize the employment on the third page of the student's I-20, which electronically notifies (CIS) of the CPT/CO-OP work authorization approval in SEVIS I and (coming soon; SEVIS II) database(s).
3. Part-time CPT/ CO-OP (20 hours or less per week) may be utilized during any semester but may not interfere with the full-time enrollment requirement in the spring and fall terms. Summer is permissible without enrolling in additional coursework.
4. Full-time CPT/CO-OP (21 or more hours per week) is commonly used during the summer break. Any request for full-time CPT/CO-OP work authorization occurring within the fall or spring semesters requires careful consultation with an academic advisor and should be considered on case by case basis only.
4. Authorization for CPT/CO-OP is for one employer during a particular time period. The student can NOT change employers during that time period. The student can NOT work outside of the dates authorized to work.

Failure to comply with CIS regulations will result in a violation of legal status. An F-1 student who falls out of status will lose all privileges granted by CIS. For example, any request for program extensions, on campus employment, practical training, etc. would have to be denied. As reinstatement to F-1 status, under current immigration law is difficult, we encourage all students to maintain a good immigration status at all times.

Application Process

1. **Student should download the CPT/CO-OP General Info / Faculty Advisor Recommendation Form** package from the OISS website; <http://oiss.nku.edu>
After reading the material, the student may need to schedule an appointment with the Manager of Immigration Services in OISS to discuss the process of applying for the COOP program or to discuss other employment programs available.

2. **Schedule an appointment with the CO-OP Coordinator in the Career Development Center (CDC); UC 305.**
 - a. Attend an intake session.
 - b. Although the CDC COOP Coordinator will use his/her discretion in notifying the OISS.
 - c. It is the student's responsibility to do so. OISS assists the student by informing him/her of the requirements mandated by CIS and assist with the paperwork. Final work authorization must come from the DSO (Designated School Official) who will issue a new I-20 with CPT work authorization PRIOR to CPT work start date.

3. **Complete all other requirements for the CPT/CO-OP Program.**
 - a. Complete a resume disk (and/or CO-OP Job Approval Form for students who have already been offered a position).
 - b. Register either for CEP 300 (non-technology undergraduate students) or CEP 600 (graduate students) course.
 - c. A few NKU Departments (Engineering Technology, for example) have their own co-op programs; students should seek relevant info from those departments first while checking with OISS and CDC whether CPT work authorization and registration into either CEP 300 or CEP 600 is applicable.

4. **Schedule an appointment with the Manager of Immigration Services / DSO in the OISS.**

To receive authorization, the student must complete steps a-d.

 - a. Receive CPT/ CO-OP job offer.
 - b. Obtain necessary forms from the OISS (website), CDC, and degree dept.
 - c. Submit a letter from prospective employer, and Faculty Advisor's Recommendation Form to the DSO in the OISS.
 - d. Submit all other forms to the CDC to register for co-op credit. Show proof of registration (CEP 300, CEP 600 or other approved course credit) to the DSO in the OISS.

If the above documents are received in good order, the OISS can then authorize the employment on the third page of the student's I-20. The student must allow at least 3 business days for this process to be completed. The student must wait until he/she receives written authorization on the I-20 before beginning employment.