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## Curricular Practical Training (CPT) Checklist

### Part I – To be completed by the student

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Last (family) name

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First (given) name

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Email

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Program

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Student ID

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Phone number

- ☐ I understand that I must be enrolled in academic credit for the CPT experience and that it is an integral part of the curriculum for my chosen degree.
- ☐ I understand that I must be enrolled in full-time status (12 credits undergraduate; 6 credits graduate) during my internship unless I am in my term of authorized Annual Break or in my last quarter before graduation. (*Exceptions may apply in select programs of study – see P/DSO to understand more.*)
- ☐ I am aware that the length of the CPT is limited to the quarter/semester in which the associated course is completed while school is in session. CPT may be full-time (more than 20 hrs per week) or part-time (less than 20 hrs per week).
- ☐ I understand that as an F-1 student, if I complete a total of 12 months of full-time CPT, I am no longer eligible for post-completion OPT.
- ☐ I understand that I cannot work outside of the authorized start date and end date of my internship, which occurs within the dates of the academic term, or I will be out of status.
- ☐ I understand that I must get a new I-20 authorized for CPT on the second page from the OISSS after my course associated with CPT is registered and my site is confirmed, but before I report to the off-campus site of my placement.
- ☐ I will ensure that I have a social security number if I am getting paid for the CPT experience. I understand I am responsible to pay federal and state taxes on my earnings if my CPT is a paid position.
- ☐ I understand that I will notify the school if there are any changes with internship. A new I-20 must be issued with any changes.

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**Student Signature**

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**Date**