

Employer Procedure Sheet –Curricular Practical Training (CPT)

Dear Employer,

International Students may apply to work in your organization if the work involved will satisfy the requirements for internship credit at a university (In this case Northwest Missouri State). If the work satisfies the institutional requirement to be an internship position, CPT authorization will be given by my office.

If you feel the student applicant is qualified and wish to hire her or him, please provide a copy of a job offer letter ([see sample](#)) stating start date, end date, location of the job and location of the business, number of hours per week and pay rate. This letter will allow the student to verify the work with their academic advisor to enroll in the internship course. The student will then present her or his documents to my office for issuance of work authorized Form I-20.

Thank you,

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Notes:

- F-1 Visa: Non-immigrant student visa. This visa class is granted to students seeking a degree from an institution of higher education in the United States. Off campus work authorization is available to these students if they meet specific criteria. CPT is only available to F-1 student applicants. You may verify their immigrant status by asking to view their passport and look for their US Visa stamped in the passport.
- Some questions you will ask before selecting this course of action
 - Is the applicant an F-1 visa holder? (must be done within limits of current privacy laws)
 - Is the internship or job sophisticated enough for education level?
 - Will you need someone for short term?
 - If yes to all three, then begin below.
- Students are allowed 364 days of full time CPT authorization. If they exceed this, they will eliminate their eligibility for OPT. Full time authorization will only be allowed during summer vacation (May 1 to August 20)

Procedure:

1. Verify the student has the requisite skills and education level for the position through normal hiring practices.
2. If acceptable and the position is offered, prepare a letter of employment that states:
(Student should have a template or e-mail aheng@nwmissouri.edu to request template).
 - a. Place of Employment
 - b. Hours per week of work
 - c. Start and end dates of employment
 - d. Nature of Employment
 - e. Wage rate
3. We will produce a properly endorsed Form I-20 after the student has met with their faculty advisor to enroll in the internship class and produces the job offer letter and the course enrollment proof. Authorization from the Northwest Missouri State University's International student office will take roughly one 30 minute appointment. Total time depends on the student.
4. The student (intern) will then show a properly endorsed Form I-20 bearing an original signature from Northwest Missouri State University that will have an authorization for CPT located at the top of the third page which states, "CPT Authorization approved from _____ to _____ (dates should match the letter you have previously created)."
5. Student files appropriate employment forms in your HR department (I-9, W-4, etc.) and begins work on specified date.