

Curricular Practical Training (CPT) for Undergraduate Students – ExEL Internship

PROCESSING TIME FOR ALL OIA DOCS: 7-10 BUSINESS DAYS

Document: CPT for ExEL Units Credit / Revised: July 2026

F1 undergraduate students must have been lawfully enrolled on a full-time basis for one full academic year before they are eligible for CPT.

INSTRUCTIONS: This packet is to be completed AFTER students have received approval for their Academic Internship. Please send the completed form and required documents to intl@nova.edu.

- Part I – Student Information (To be completed by student) – Page 1
- Part II – Internship/Employment Information (To be completed by student) – Page 1
- Part III – Internship/Employment Information (To be completed by the CAPS Advisor) – Page 2
- Part IV – Confirmation of Understanding (To be completed by student) – Page 2

Please note: You are not permitted to begin CPT before the authorization dates indicated on your CPT approved I-20. CPT will be authorized per the start and end dates of the registered CPT term.

Part I: Student Information

First Name: (Given)		Last Name: (Family)	
NSU N#:		SEVIS ID:	N
Email address:	@mysu.nova.edu	U.S. Telephone:	
Current Address: (Street, City, State, Zip)			

Part II: Internship/Employment Information – To Be Completed by the Student

Company Name:			
Job Title:			
Work Address: (Street, City, State, Zip)			
Hours Per Week:	☐ Full-Time (more than 20hrs/week) ☐ Part-Time (20hrs or less/week)		
Start Date: (MM/DD/YYYY)		End Date: (MM/DD/YYYY)	

A job offer letter must accompany all Internship/Employment CPT Applications. Job offer letters must be written on company letterhead and include:

- Student's full name
- Address work will take place
- Job title with job description
- Beginning and ending dates of employment (day, month, and year, MUST be within course dates)
- Number of hours of training per week (FT 20+ hours, PT under 20 hours)
- Name of supervisor and supervisor's contact information
- Signed by authorized company representative

Part III: Internship/Employment Information – To Be Completed by the CAPS Advisor

Student Catalog Year:			
By signing below, I certify that the student has received approval to participate in an ExEL Internship for the training experience listed on the attached job offer letter (to be provided by the student) and that pending the successful completion of all ExEL Internship requirements this student will receive at least one ExEL unit for this training experience			
Advisor's Name:			
Email Address:	@nova.edu	Phone Number:	
Signature:		Date:	

Part IV: Confirmation of Understanding – To Be Completed by the Student

Please read each statement carefully and initial next to each one to confirm your agreement. If you do not understand any of the information, speak with an International Student Advisor before signing and submitting your application.

_____ I confirm that I have been lawfully enrolled on a full-time basis for one full academic year. I understand that receiving CPT authorization and engaging in CPT without meeting eligibility requirements is a status violation and may impact future USCIS applications.

_____ I understand CPT must be related to my major as reflected on my I-20.

_____ I understand and confirm that I will not begin training until I have received my new, CPT authorized I-20. Starting work before receiving my new, CPT authorized I-20 is a status violation and cause for termination.

_____ I understand CPT for ExEL credit will be authorized per the dates on the job offer letter or the term dates.

_____ I understand that I must reapply for additional CPT authorization if I intend to engage in training outside of the dates authorized on my CPT endorsed I-20, even if the training is with the same employer as a previous authorization.

_____ I understand that CPT is approved for a specific employer and position and that I may not change employers or positions without submitting a new CPT application.

_____ I understand that being authorized for more than 364 days of full-time CPT at my current degree-level will result in my ineligibility for Optional Practical Training (OPT) at my current degree-level and that it is my responsibility to monitor all full-time CPT authorization dates if I am interested in retaining my eligibility for OPT. I understand that part-time CPT has no impact on OPT eligibility.

_____ I authorize the release of any information necessary for this request and authorize any changes needed to complete my request. I confirm that all of the information provided in this application is accurate to the best of my knowledge.

Name (print)

Signature

Date