
 We truly appreciate your patience. Please note that e-form processing may take up to 15 business days.  
U.S.-based Students & Scholars: Please review OGS' 2025 Travel Recommendations prior to traveling outside of the United States.

## OGS ([HTTPS://INTERNATIONAL.NORTHEASTERN.EDU/OGS](https://international.northeastern.edu/ogs))



2025 TRAVEL RECOMMENDATIONS E-FORMS

NEW STUDENTS ▾

 Students Studying in The United States

# F-1 CURRICULAR PRACTICAL TRAINING (CPT)

CURRENT STUDENTS ▾

Curricular Practical Training (CPT) is a benefit for eligible F-1 students to authorize approved experiential learning that takes place in the U.S. or with a U.S. based employer.

## UNDERSTANDING CURRICULAR PRACTICAL TRAINING (CPT)

CPT is a form of curricular training authorization available for eligible F-1 students during their program of study for experiential learning opportunities that are necessary and integral, or required, as part of an academic program at Northeastern University.

- > **CPT authorization must be obtained** for every co-op, internship, practicum, clinical rotation, corporate

residency, experiential PhD, or other approved  
experiential learning opportunity

- **CPT authorization is required prior to the intended start date of the experiential learning**, whether or not the activity takes place on-campus or off-campus
- **CPT can be either full-time** (more than 20 hours per week) **or part-time** (20 hours or less per week)
- **CPT can be either paid or unpaid**
- **CPT is employer, location, full-time/part-time, and date specific.** The employer's name, address and the precise start and end dates must be authorized by OGS in advance

- 
- STUDENT SUPPORT ▾
- **Students must maintain on-ground presence** during every required term of study. This includes any required term when a student is authorized for CPT

Once authorized for CPT, F-1 students must comply with the authorization granted. Any extensions, cancellations, or changes to authorized CPT must be first approved by the academic advisor/co-op coordinator and OGS.

Non-curricular based on-campus activities (commonly referred to as “on-campus employment”) do not require CPT authorization. If you have any questions about how this applies to you, please contact OGS.

---

If you are a student considering volunteering or engaging in unpaid internships at Northeastern or a staff/faculty looking to hire a volunteer or unpaid intern, please review [this guidance](https://generalcounsel.northeastern.edu/about/volunteer-and-intern-toolkit/) (<https://generalcounsel.northeastern.edu/about/volunteer-and-intern-toolkit/>) from Northeastern's University Office of General Counsel.

## ELIGIBILITY REQUIREMENTS

In order to be eligible for CPT, students must meet all of the following requirements

**+ Comply with all college academic and enrollment eligibility requirements and policies for experiential learning**

**+ Enroll in a course that requires an experiential learning component in the syllabus.**

+ **Complete at least one academic year as a full-time, degree-seeking student with an active SEVIS record\***

+ **Maintain full-time enrollment and on-ground presence during every required term of study**

+ **Make normal progress towards degree completion**

## MAINTAINING ON-GROUND PRESENCE WHEN AUTHORIZED FOR CPT

F-1 international students must maintain **on-ground presence during every required academic term of study to maintain nonimmigrant student status**. This includes any required term when a student is engaged in full-time practical training/experiential learning that requires Curricular Practical Training (CPT) authorization. Students are not required to maintain on-ground presence during non-required terms.

### **Defined Practical Experience Methods:**

- > In person (Traditional): All engagement takes place on site at the employer's physical location
- > Hybrid: The majority of the engagement takes place on site at the employer's physical location
- > Remote (Online): The majority of the engagement takes place remotely, and there is limited or no engagement at the employer's physical location

### **Full-Time Experiential Learning with CPT Authorization**

To maintain on-ground presence during a required term while pursuing full-time experiential learning, students have the following options:

- > **Option 1:** Engaging on-site (in person) at the employer's physical location. This can be in-person or hybrid, as defined above
  - Students will be maintaining on-ground presence based on their engagement with the employer
- > **Option 2:** Engaging remotely with the employer with simultaneous enrollment in a university

designated on-ground course

- Students should enroll in an on-ground course stipulated by their academic program, which must run for the duration of the required academic term. Students should work with their academic department/advisor/co-op advisor to identify a course that is appropriate.
- **Co-op students only:** Students engaging in a remote co-op will be enrolled in a 0-credit (no cost) in-person EXED course. This course will not be counted toward major requirements. If you have questions about this course, please contact your co-op/career advisor.

### **Part-Time Experiential Learning with CPT Authorization**

F-1 Students engaged remotely in part-time practical training/experiential learning must couple their part-time practical experience course enrollment with only on-ground courses to meet both the on-ground requirement and the full-time status requirement.

As such, students engaging in part-time co-ops are **not eligible** to maintain their on-ground presence through the EXED course and may not enroll in online classes to meet the minimum credit requirements for the term.

### **Experiential Learning with an Overseas Employer with CPT Authorization**

F-1 students engaging in remote practical training with an overseas employer from inside the U.S. are required to obtain CPT authorization and maintain their on-ground presence through simultaneous enrollment in a university designated on-ground course, as described above.

### **Failure to Maintain On-Ground Presence**

If an F-1 student withdraws from or fails to attend their on-ground course while engaging in remote practical training, it will be considered a violation of status and the student's F-1 non-immigrant status will be terminated.

Regardless of the modality of the practical experience, students need regular engagement with both the practical training provider as well as the academic program to confirm successful progression of the practical training experience.

### **Travel during Experiential Learning.**

Engaging on-site at your employer's physical location or participating in a university designated on-ground course is a mandatory to maintain the on-ground presence required by your F-1 student status.

Therefore, OGS does not recommend that any F-1 student be absent from the U.S. for an extended period during the academic term, as their F-1 status and academic goals may be negatively impacted. In cases where travel outside of the U.S. cannot be avoided, we highly recommend that students limit their absence from the U.S. and in-person classes as much as possible.

If students choose to travel during a required term, they are taking on the associated risks, including but not limited to scrutiny by Customs and Border Protection (CBP) upon re-entry to the U.S. as well as scrutiny when applying for future immigration status or benefits.

## APPLICATION PROCESS

To participate in an experiential learning opportunity in the U.S., F-1 students must obtain CPT authorization from OGS. All CPT requests must first be academically reviewed, approved, and determined to be integral or required for degree completion, by the appropriate advisor, co-op coordinator, or authorized secondary approver.

**+ Step 1: Student completes the CPT Authorization Request e-form**

**+ Step 2: Secondary approver reviews student's CPT e-form submission**

**+ Step 3: OGS reviews completed CPT e-form submission**

**+ Step 4: Student receives updated I-20 with CPT recommendation**

## UPDATING OR CHANGING YOUR CPT AUTHORIZATION

While on CPT, any updates, extensions, changes, or cancellations to your employment **must be reported to and approved both by your academic/co-op advisor and by a DSO in OGS.** These changes include:

- > Employer
- > Location
- > Date
- > Number of hours worked per week (full-time/part-time)
- > Cancellations
- > Other corrections

Once authorized for CPT, F-1 students must comply with the authorization granted.

**This CPT Update e-form is only to request updates to existing CPT authorization – it is not for students who are requesting new periods of CPT authorization or who are trying to extend their CPT authorization for new academic terms.**

[CPT Update e-form » \(https://international.northeastern.edu/ogs/forms-and-guides/cpt-update-f](https://international.northeastern.edu/ogs/forms-and-guides/cpt-update-f)

## HOW CPT AFFECTS OPT ELIGIBILITY

If an F-1 student exceeds 364 days of full-time CPT (more than 20 hours per week at a degree level—bachelor's, master's or doctorate), they will lose their eligibility to apply for Optional Practical Training (OPT) at that degree level. Part-time CPT (20 hours per week or less) does not accrue time towards the 364-day calculation.

- > When counting CPT days, every day between the start and end date of CPT is included (including the start and end dates). The days that are counted are the days that the student had authorization, not the days the student actually worked. This means even if it was a weekend, holiday, vacation etc., it still counts if the student had CPT authorization.

It is the responsibility of the student to track of how many full-time CPT days have been used per degree level. Students can use previously issued I-20s to document this. Students may also request a summary of their CPT authorization history at Northeastern from OGS via this [e-form](https://international.northeastern.edu/ogs/forms-and-guides/cpt-authorization-history-request/) (<https://international.northeastern.edu/ogs/forms-and-guides/cpt-authorization-history-request/>).

As a reminder, CPT is a benefit of F-1 status, not a guarantee. While students *may* be able to work up to 364 days while maintaining OPT eligibility, CPT authorization is directly tied to a student's academic curriculum. Therefore, the amount of CPT for which students are eligible and may be authorized is entirely based on their program of study, as well as F-1 federal regulations. Simply because an F-1 student has not engaged in 364 days of full-time CPT does not necessarily mean the student is eligible for additional CPT or an extension of a current CPT authorization.

## CHANGE OF STATUS AND SEVIS TRANSFER STUDENTS

✚ **Change of Status Students**

✚ **SEVIS Transfer Students**

## KEY RESOURCES

CPT Authorization Request Form »

(<https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cf?serviceid=EFormCPTAuthorizationRequest2ServiceProvider%20>)

This e-form is to request authorization for Curricular Practical Training.

CPT Update e-form »

(<https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cf?serviceid=EFormCPTUpdateRequest1ServiceProvider>)

This form is intended only for updates to existing CPT authorization – it is not intended for students who are requesting new periods of CPT authorization or who are trying to extend their CPT authorization for new academic terms.

CPT Authorization History Request »

(<https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cf?serviceid=EFormCPTTimeUsed0ServiceProvider>)

This e-form is to request the number of days  
authorized for CPT.

## RELATED ARTICLES:

### Social Security Number

(<https://international.northeastern.edu/ogs/employment/other-topics/social-security-number/>)

---

### Unauthorized Employment

(<https://international.northeastern.edu/ogs/employment/off-campus-employment/unauthorized-experiential-activity/>)

---

## CONTACT OGS

354 Richards Hall  
360 Huntington Avenue  
Boston, MA 02115  
+1-617-373-2310

OGS Service Portal (<https://service.northeastern.edu/ogs>)

## OFFICE HOURS

Monday-Friday: 8:30a.m.-5:00p.m.

(Note: We are closed on Tuesdays from 3:00pm – 4:00pm for all staff training and meeting).

### Phone Hours:

Monday-Friday: 8:30a.m.-4:30p.m. ET

## SOCIAL



(<https://www.facebook.com/NortheasternOGS/>)



(<https://www.youtube.com/channel/UCrMAnObKFBqnSINJw>)

**Northeastern University**(<https://www.northeastern.edu/>)

Arlington (<https://arlington.northeastern.edu/>) Boston (<https://www.northeastern.edu/campuses/boston/>) Burlington (<https://www.burlington.northeastern.edu/>)

Charlotte (<https://charlotte.northeastern.edu/>) London (<https://www.nulondon.ac.uk/>) Miami (<https://miami.northeastern.edu/>) Nahant (<https://csi.northeastern.edu/>)

Oakland (<https://oakland.northeastern.edu/>) Portland (<https://roux.northeastern.edu/>) Seattle (<https://seattle.northeastern.edu/>)

Silicon Valley (<https://siliconvalley.northeastern.edu/>) Toronto (<https://toronto.northeastern.edu/>) Vancouver (<https://vancouver.northeastern.edu/>)



