



# NATIONAL AMERICAN UNIVERSITY

## Application and Authorization Process for Curricular Practical Training

Curricular Practical Training must be an “integral part of an established curriculum.” Eligible students must have been enrolled fulltime for one academic year.

If all eligibility requirements are met, the international advisor will complete the process by updating the student’s SEVIS file and endorsing the I-20 for “Student Employment Authorization.” Students cannot begin **working until the I-20 is endorsed by the system director for international admission.**

To apply for curricular practical training, students must first meet with their academic advisor to obtain the cooperative education packet. The program must be thoroughly discussed between the advisor and the student.

### **To apply:**

1. Complete the cooperative education packet. This includes the authorization forms from your academic advisor and from the employer. The packet should also include a letter from the employer indicating the job title, dates of employment, number of hours per week to be performed, place of employment, and a brief job description.
2. Complete a registration form with your academic advisor that lists the number of credit hours you will receive by completing the cooperative education position.
3. Submit all paperwork to the system director for international admission.

The system director will then return an authorized I-20 to the student. **Again, the student cannot begin working until he or she receives the authorized I-20 that details the employment situation on the document. Working before authorization will be a violation of a student’s immigration status.**