CPT Application Check List

Students applying for F-1 Curricular Practical training (CPT) may use the following check list when preparing their applications. Incomplete applications (with one or more of the below items missing) will not be accepted.

- The ISSO strongly recommends all students first watch the online CPT Employment Workshop or schedule an appointment with an ISSO advisor to go over CPT regulation and application procedure.

- Contact your Academic Department for information on internship courses in your major field/program of study

- Get a job or internship related to your major field/program of study

- Obtain a SIGNED and dated offer letter from your employer which includes the following information:
  - Employer name (offer letter must be on company letterhead)
  - Job title
  - Physical address of the work location (include street, city, state, and zip code; not P.O. Box)
  - Specific employment start and end dates (Start and end dates must be written in Month/Day/Year format) Please note that the start and end dates for CPT must fall within the dates of the particular academic term for which you are enrolled in the CPT course. Check out the most up to date CPT dates here.
  - Specify full-time (21 or more hours/week) or part-time (1-20 hours/week) employment
  - Name of your supervisor
  - List of daily job responsibilities (this is very important!)

- Meet with your faculty internship adviser and have them fill out the Internship Adviser’s Recommendation Form for CPT. (Undergrads enrolling in the INT92g for a summer internship, see the INT92g Summer Internship Course info for specific enrollment instructions.

- Register for the appropriate internship course

- Submit the online CPT application. To do this, you’ll first need to scan the following as PDF files:
  - Internship/job offer letter
  - Internship Advisor Recommendation Form for CPT Authorization
  - Current electronic I-94 (retrieve your electronic I-94 here) or Paper Form I-94 card (you must be physically in the U.S. to apply for CPT!)

An ISSO advisor will then determine your CPT eligibility.

Once approved, your CPT employment recommendation will be submitted to SEVIS and a new I-20 with CPT authorization on page 3 will be issued to you within 10 business days. You will receive an email from an ISSO Advisor as soon as your CPT I-20 is ready.