

Curricular Practical Training Checklist

Information to be sent to the Coordinator of International Student Services to Apply for CPT:

- Approved internship proposal
 - CPT Request Form (available on the COA website). This form documents your CPT request and is kept in your immigration file.
 - A letter from a faculty member/advisor supporting your CPT (ask Coordinator for template)
 - A letter of offered employment from employer you will be working for. Your employment offer letter should detail your Employer's name, address, clear dates of employment, and whether the proposed employment is full- or part-time. The Coordinator of International Student Services has templates for this as well.
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The Coordinator of International Student Services will review your eligibility and notify USCIS through SEVIS of your CPT authorization.

You will receive a new I-20, with the CPT authorization noted on page 3. You may not begin your CPT employment until you have received this authorization, and your employment may not extend beyond the end date without extending your CPT employment period.