



Curricular Practical Training (CPT) Checklist

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

- Approved internship [proposal](#)
- CPT Request [Form](#). This form documents your CPT request and is kept in your immigration file.
- A letter from a faculty member/advisor supporting your CPT. [Link](#) on ISS website "Advisor recommendation template (CPT)"
- An official job offer letter from your employer. The letter should include the employer's name and address, specific start and end dates of employment, and indicate whether the position is full-time or part-time.
- IMPORTANT: If your CPT is not part of an internship, you still need to submit all forms, except for the Approved Internship Proposal.**

The Director of International Student Services will review your eligibility and notify USCIS through SEVIS of your CPT authorization.

Upon approval, you will receive a new I-20 reflecting your CPT authorization. Employment may not begin before the authorization start date and may not continue beyond the end date without an approved extension.