Curricular Practical Training (CPT) Application Checklist

1. Find out if you are eligible to apply for CPT by speaking to your department chair, academic advisor, or program coordinator.

   In general, you will be eligible if:
   - Your degree program has either a:
     - Course that requires internship experience and is an elective that will count towards degree requirements
     - Practicum, necessary for all students in the program to graduate
   - AND
   - You have a job offer for experience that is directly related to your major and will count towards a course or practicum in your program of study

2. Request the CPT I-20

   - Enroll in CPT course or Practicum
   - Complete section A of the F-1 Curricular Practical Training Request Form
   - Have section B completed by your department chair, academic advisor, or program coordinator
   - Drop the completed form off at OGS with photocopies of the following:
     - Passport biography/photo page, showing passport expiration date
     - A printout of your I-94 record
     - Internship class Registration
     - If your payroll will be processed by an outside organization, a letter of explanation from your employer specifying the name and address of the payroll company
   - Wait up to 10 business days for the OGS to process your new CPT I-20

3. After receiving the CPT I-20

   - Review CPT information on 2nd page of I-20 and check for any errors
   - Sign bottom of the first page of the I-20
   - Only work at the employer shown on CPT I-20 during the dates that were authorized
   - Apply for Social Security Number if necessary

Last updated on 11/30/2016