



## **F-1 CURRICULAR PRACTICAL TRAINING APPLICATION PROCEDURES**

An F1 student who is interested in CPT should

1. First check with OISS to verify eligibility for CPT before applying for internships/jobs in your major field of study;
2. If eligible and receiving job offer, ask the employer to complete and sign the EMPLOYER'S AGREEMENT FOR CURRICULAR PRACTICAL TRAINING and provide a signed job offer letter on the company letterhead;
3. Submit the CPT application to the Academic Dean/Advisor or Graduate Program Director for approval
4. Once approved, register in the appropriate course;
5. Submit completed application packet to OISS.
6. An International Student Advisor at OISS, after checking your registration and making sure all documents are complete, will issue a new I-20 through SEVIS bearing the CPT authorization.
7. The student should provide a copy of the new I-20 with the CPT authorization to the employer.
8. Apply for a Social Security number if you are getting paid for CPT. (Unpaid CPT does not qualify for social security number.)

\* Please be aware that if you wish to pursue CPT for **more than one semester**, you must repeat the above procedures for **EACH semester**.

### **CPT Application Packet Checklist**

1. F-1 CURRICULAR PRACTICAL TRAINING APPLICATION FORM signed by student and an Academic Dean/Academic Advisor or Graduate Program Director
2. Proof of Course Registration for Internship/Independent Study
3. Job Offer Letter:
  - i. employer's name,
  - ii. address and phone number,
  - iii. period of internship/job (start and end date), and
  - iv. number of hours to be worked per week [or full or part-time specified]
4. EMPLOYER'S AGREEMENT FOR PROVIDING CURRICULAR PRACTICAL TRAINING