



# Curricular Practical Training (CPT) Application Checklist

**1 Find out if you are eligible to apply for CPT by speaking to your International Student Advisor and check with your Faculty Advisor to see if your curriculum has an employment or training component.**

***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 the Curricular Practical Training Request Form
- Have your faculty academic instructor sign your request form
- Drop the completed form off at the international office with photocopies of the following:
  - Current I-20
  - Employment offer letter
  - Class Registration

**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)