

Steps to Apply for Curricular Practical Training

1. The student e-mails International Student Adviser a request for Curricular Practical Training (CPT). The e-mail must include the start date and the end date and the full name of the employer, complete address and position title.
2. The student brings the following items to the International Student Adviser (DSO, Designated School Official):
 - a) Letter of employment offer from company/organization or university dept. on the organization's letterhead to the student detailing internship duties, start date, end date and job location.
Required additional supporting documentation demonstrating that employment is an integral part of the curriculum:
 - b) Academic adviser's letter of recommendation
 - c) Proof of registration (when applicable)
3. DSO authorizes CPT on I-20 via USCIS SEVIS system.
4. Student and DSO sign the SEVIS I-20 update.
5. DSO returns updated SEVIS I-20 to the student.
6. Student presents the CPT authorization to the employer prior to completing W-4 forms.