Application Checklist for Curricular Practical Training (CPT)

Below is a checklist of the items you need to complete your Curricular Practical Training (CPT) application. A full description of eligibility for CPT and the steps needed to complete the application process can be found on the [ISSS CPT Webpage](#).

To apply for CPT you will need to bring the following items to ISSS:

- **Letter from employer on letterhead with ALL of the following details included in the body of the letter:**
  - brief job description
  - beginning and ending dates of employment
  - number of hours per week of employment
  - specific location of employment (must be physical address, not P.O. Box).

- **If your CPT is based on a course:** documentation from the course catalog or other department publication (such as the Undergraduate Bulletin or a University Department Website) showing:
  - course name and number
  - general description of the course
  - number of credits given for the course
  - name of faculty member supervising the course.

- **Photocopies of each of the following:**
  - I-94 card (copied front and back) – or printed from [www.cbp.gov/i94](http://www.cbp.gov/i94)
  - visa stamp page (if applicable)
  - passport personal information page
  - passport validity page showing expiration date

- **Memo of Understanding: Curriculum Practical Training**, completed and signed.

- **CPT Request Form**, completed and signed by the Academic Advisor.

**Please note that ISSS asks for **two weeks processing time from when all items listed on the checklist are received** to issue a new Form I-20. If additional information is required, processing may take longer.