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 website.

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)

- 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.

- F-1 Curricular Practical Training Request Form
  - Undergraduate Students, completed and signed by Academic Advisor and Course Instructor
  - Graduate/Professional Students, completed and signed by Academic Advisor and Graduate Studies Director, if applicable

- Support documentation, as indicated on the F-1 Curricular Practical Training Request Form