

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
 - 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