

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 must submit the following via email to your [International Student Advisor](#):

- 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: Curricular 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 based on eligibility criteria selected on the F-1 Curricular Practical Training Request Form
 - Coursework: Submit a copy of the course syllabus.
 - Degree requirement: Attach the requirement description in the department's handbook and any other documentation outlining the requirement details (i.e. number of practicum hours needed, required prerequisites, etc.).
 - Dissertation research (PhD students only):
 - Attach a letter from your advisor on department letterhead detailing how the proposed employment is required for completion of the dissertation.
 - Obtain a letter from your employer indicating that any proprietary restrictions will not inhibit you from utilizing the practicum experience in your dissertation.