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](http://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.