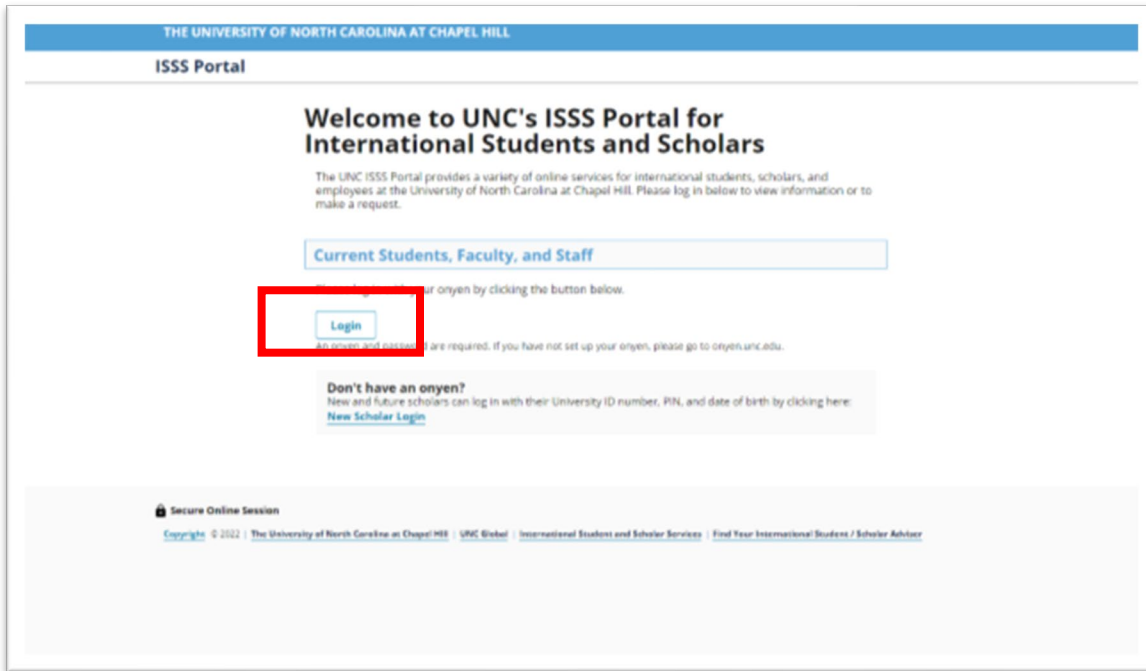


# CPT Request for Graduate Students

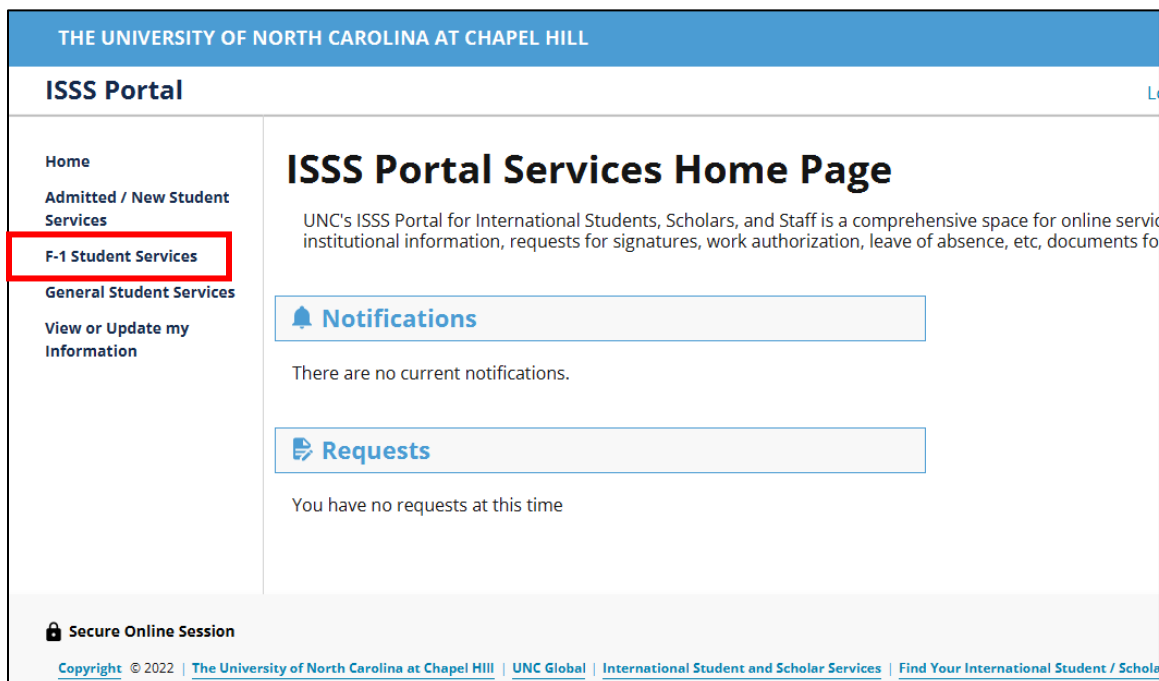
## ISSS Portal Instructions

This guide is for currently enrolled Graduate students at UNC-Chapel Hill to initiate a CPT request in the [ISSS Portal](#). Currently enrolled Undergraduate students have a separate form and process. To reference that guide see [here](#). For eligibility requirements for CPT, please review the information on the [ISSS website](#) first.

1. Navigate to the [ISSS Portal](#) and log in with your Onyen and password:



2. Once you log in, you will see a menu on the left-hand side with various options. For the F-1 OPT request, you will select F-1 Student Services on the menu.



3. For currently enrolled students in a Graduate program, select CPT Request for Graduate Students.

THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

ISSS Portal

Home

Admitted / New Student Services

F-1 Practical Training

F-1 Student Services

General Student Services

View or Update my Student Information

## F-1 Student Services

This section is for F-1 student request forms.

### Tasks

CPT Request for Graduate Students

CPT Request for Undergraduate Students

4. You will see the following information regarding the documentation needed to complete your CPT request. Please read through the information carefully to make sure you have all required documentation prior to initiating your request.

Home

Admitted / New Student Services

F-1 Practical Training

F-1 Student Services

General Student Services

View or Update my Student Information

## CPT Request for Graduate Students

Before initiating a CPT request, review all information about Curricular Practical Training (CPT) on the [ISSS website](#).

A complete CPT application consists of the following:

1. Your F-1 CPT Request completed and submitted below,
2. Confirmation from your academic advisor or the Director of Graduate Studies (automatically emailed after you submit your request form), and
3. Supporting documents as outlined below

**Required Documents:**

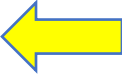
- Letter from employer on letterhead that includes **all** of the following:
  - brief job description
  - start date and end date of employment
  - number of hours per week of employment
  - specific location of employment (must be physical address, not P.O. Box)
    - Note: If you are working remotely, the letter must confirm that it is a remote/virtual position.
- Support documentation based on eligibility criteria
  - If you are enrolled in an internship course
    - A copy of the course syllabus.
  - If the internship or practicum is a degree requirement
    - Proof of the degree requirement (e.g. handbook, etc)
  - If the employment is necessary to complete dissertation research (**PhD students only**)
    - A letter from your academic/faculty advisor on department letterhead detailing how the proposed employment is required for completion of the dissertation.
    - A letter from your employer indicating you will be allowed to utilize the internship/practicum experience in your dissertation
- Most recent Form I-94 (may be retrieved at <https://i94.cbp.dhs.gov>).

*Please be advised that review will not begin until a complete request has been received. ISSS review and processing time may be up to three (3) weeks.*

5. You can find the CPT request E-form at the bottom of the page. Click on the form to start the process.

*Please be advised that review will not begin until a complete request has been received. ISSS review and processing time may be up to three (3) weeks.*

**E-Forms** —

**REQUIRED**  
[CPT Graduate Request](#) 

6. Review the CPT Eligibility and Rules page first and then click the box to confirm you have read and understand the CPT rules.

# CPT Graduate Request

*(\*) Information Required*

Curricular Practical Training (CPT) is a benefit of F-1 immigration status that permits off-campus employment which is an integral part of an established curriculum or which is required for graduation for all students in a particular educational program.

F-1 students must follow several important procedures and federal regulations while applying for and participating in Curricular Practical Training (CPT). Compliance with these rules and procedures is necessary to maintain lawful F-1 immigration status.

A full description of eligibility for CPT and the steps needed to complete the application process can be found [on the ISSS website](#).

## CPT Eligibility Rules

I have read and understand the information on the [CPT Eligibility and Rules](#) page. \*

## Eligibility Verification

Indicate the basis for your CPT eligibility below. The employment is required:\*

7. You must select the basis of your eligibility for CPT and upload the correct supporting documentation.

If the internship is **required of all students in the program to earn the degree**, you must upload proof of the degree requirement (ex: the program handbook or other documentation of the degree requirement), the employer's letter and the Form I-94.

### Eligibility Verification

Indicate the basis for your CPT eligibility below. The employment is required:\*

by my program to earn the degree

### Required Documentation

Upload proof of that requirement (e.g. handbook, etc) \*

Select File

Upload a letter from employer on letterhead that includes **all** of the following:

- 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)

Upload the letter from your employer \*

Select File

### Form I-94

Please upload a copy of your most recent Form I-94. You can download this form from the CBP website: <https://i94.cbp.dhs.gov/>.

Upload Form I-94 \*

Select File

8. If you will be **completing an internship/practicum course in your program of study**, you must provide the course prefix and number (ex: COMP 892), upload a copy of the course syllabus, employer letter and Form I-94.

### Eligibility Verification

Indicate the basis for your CPT eligibility below. The employment is required:\*

to complete an internship/practicum course in my program

Course Prefix and Number\*

### Required Documentation

Upload a copy of your course syllabus \*

Select File

Upload a letter from employer on letterhead that includes **all** of the following:

- 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)

Upload the letter from your employer \*

Select File

### Form I-94

Please upload a copy of your most recent Form I-94. You can download this form from the CBP website: <https://i94.cbp.dhs.gov/>.

Upload Form I-94 \*

Select File

9. Students doing an **internship/practicum in order to complete dissertation research** must upload a letter from their academic advisor explaining the basis for CPT authorization, employer letter and Form I-94.

### Eligibility Verification

Indicate the basis for your CPT eligibility below. The employment is required:\*

for my thesis/dissertation ▼

### Required Documentation

Upload a letter on from your Faculty/Academic Advisor on UNC letterhead detailing how the proposed employment is required for completion of the thesis or dissertation.

The letter should address the following points:

- Description of the student's research
- Explanation of student's role at the internship site and how it is related to their field of study
- Explanation of why the research must be done off-campus and cannot be completed at UNC
- How the research is required for student's dissertation completion.

Upload Advisor's Letter \*

Select File

Upload a letter from employer on letterhead that includes all of the following:

- 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)
- statement from employer indicating the student will be allowed to utilize the internship/practicum experience in their dissertation

Upload the letter from your employer \*

Select File

Enter your Director of graduate studies contact information at the bottom of this form

### Form I-94

Please upload a copy of your most recent Form I-94. You can download this form from the CBP website: <https://i94.cbp.dhs.gov/>.

Upload Form I-94 \*

Select File

10. Add in your employer's details as indicated below. The employer's address should be the address where the company is physically located.

**Proposed Employment**

Prospective CPT Employer Name\*

**Employer's address**

Employer's address Line 1\*

Employer's address Line 2

City\*

U.S. State\*

U.S. Zip Code\*

11. Next indicate the physical location of where you will be working, even if this is your home address because you will work remotely. The employer's address and physical location of work may be the same address.

**Physical location of work**

Enter the address for the physical location of where you will be working. This may be the same address as entered above, if your physical work site is not different from the employer's address. Note that if you will be working remotely, you should enter the full address of your remote work location, for example your home/residential address.

Physical Location of Work Line 1\*

Physical Location of Work Line 2

Physical City\*

Physical State\*

Physical U.S. Zip Code\*

12. Indicate if you will be working remotely. You must also request a start date and end date for your employment and the number of hours per week.

Will you be doing CPT remotely?\*

Yes  No

Employment Start Date\*

Employment End Date\*

Indicate whether this employment will be part-time or full-time\*

Full-time (more than 20 hours per week)  Part-time (20 hours or less per week)

Number of Hours per Week (example: 19.5)\*

13. You must verify your address below or update using the Update US address and Phone information e-form. Also review and verify your academic information. If the academic information is incorrect, please contact your ISSS advisor.

**Personal Information Verification**

This is the US address and Phone Number we have on file for you:

**No US Address on file**  
**No US Phone on file**

If information is missing update your information [Update US address and Phone Information](#)

Was the information on file correct?\*

Yes  No

**Verify Academic Information**

Confirm whether the information ISSS has on file about your program is correct.

If this information needs to be updated, do not continue with this request. Contact ISSS to request an I-20 with your updated field of study listed.

Academic Program

Major Field of Study



14. Provide the requested information for your Academic/Faculty Advisor or Program Director as applicable, unless you are applying based on completing dissertation research in which case you **must** provide the name and email address of the Director of Graduate Studies for your department. Make sure you list the email address as it shows in the [UNC directory](#). This will automatically send out an email to the advisor/program director to complete a request form with additional information.

### Academic Advisor or Program Director Information

Your academic advisor needs to provide information to ISSS before we can process your CPT request.

For students requesting CPT as a requirement for thesis or dissertation, please provide the name and email address of the **Director of Graduate Studies** below.

Academic Advisor or Program Director Full Name\*

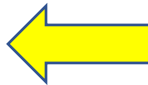
Academic Advisor or Program Director Email Address\*

Re-type Academic Advisor or Program Director Email Address\*

By clicking "Submit" below, you acknowledge that: "I have read and understand the rules and procedures outlined above and those in the CPT section of the ISSS website and I will abide by them." \*



Make sure to click submit only one time or you will get an error. If you need to re-route the advisor email to another individual in the department, please email your ISSS advisor and we can resend that email to another person.