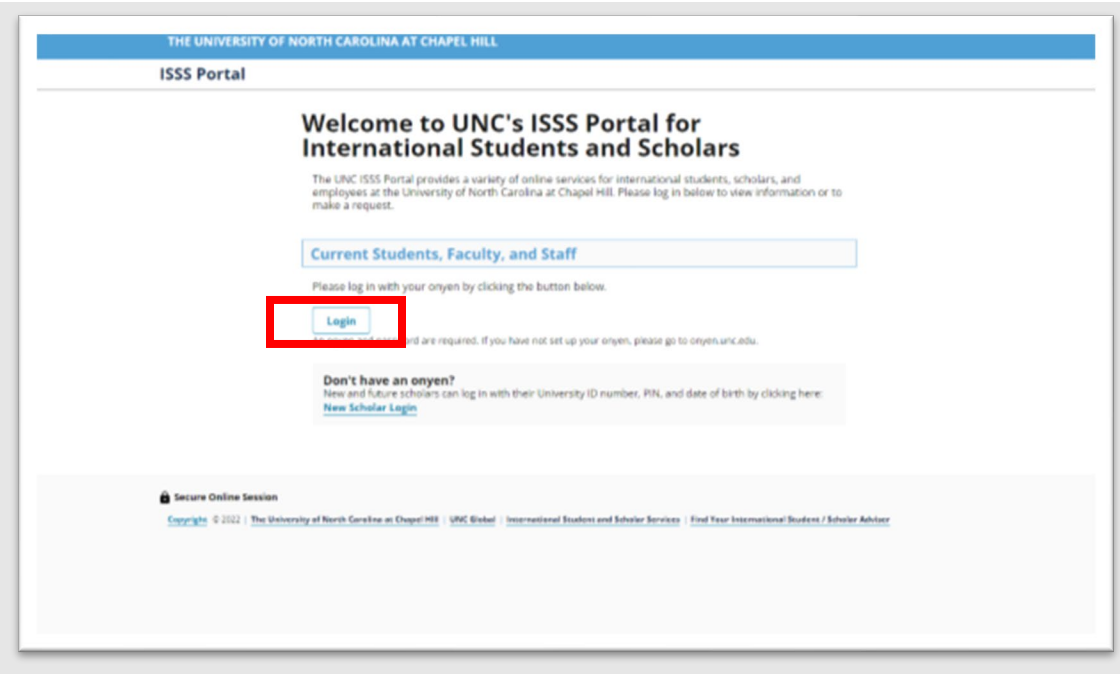


CPT Request for Undergraduate Students

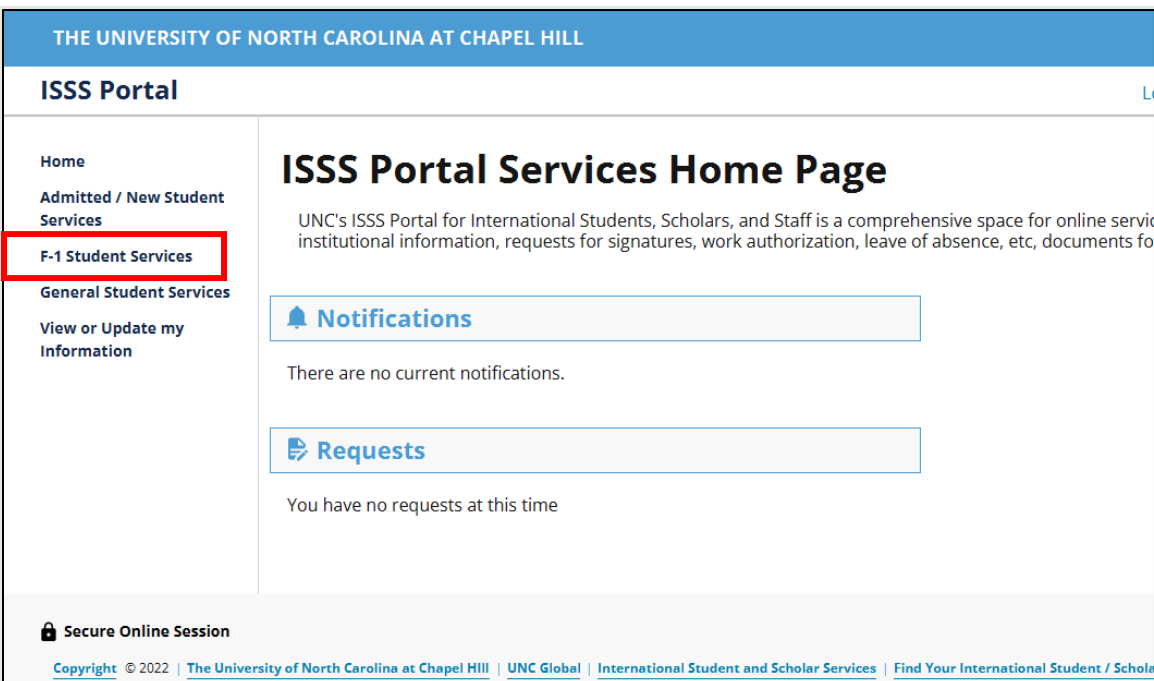
ISSS Portal Instructions

This guide is for currently enrolled undergraduate students at UNC-Chapel Hill to initiate a CPT request in the [ISSS Portal](#). Currently enrolled Graduate/Professional 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.

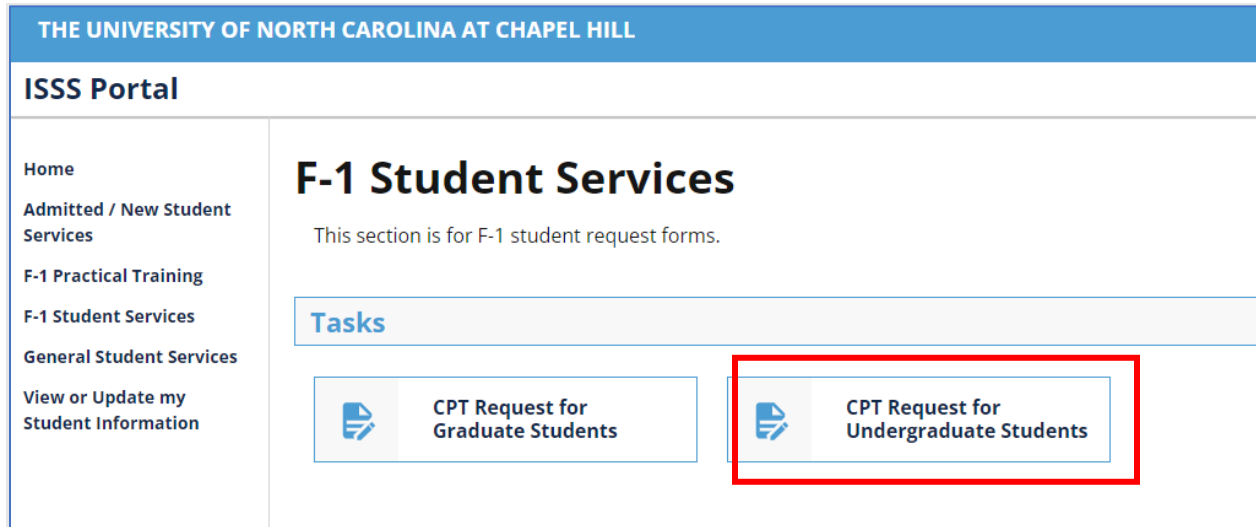
1. Navigate to the [ISSS Portal](#) and log in with your Onyen and password:



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



3. For currently enrolled students in an undergraduate program, select **CPT Request for Undergraduate 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 the required documentation prior to initiating your request.

CPT Request for Undergraduate 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:

- Your F-1 CPT Request Forms completed and submitted below,
 - UG CPT Request: Employer and Course Instructor Information
 - UG CPT Request: Academic Advisor Information
- Confirmation from your course instructor and academic advisor (automatically emailed after you submit your request form), and
- Supporting documents as outlined below.

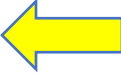
Required documents to upload with your CPT request:

- Letter from employer on letterhead with ALL of the following details included in the body of the letter:
 - 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.
- Supporting documentation based on CPT eligibility criteria:
 - If you are enrolled in an internship course:
 - A copy of the course syllabus.
 - If the internship/practicum is a degree requirement
 - Proof of the degree requirement (e.g., handbook, etc)
- 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 two CPT request E-forms at the bottom of the page. Click on the first form to start the process.

E-Forms

- REQUIRED
[UG CPT Request: Employer and Course Instructor Information](#) 
- NOT YET AVAILABLE
[UG CPT Request: Academic Advisor Information](#)

6. Review the CPT Eligibility and Rules page first and then click the box to confirm you have read and understand the CPT rules. Should you have any questions, please reach out to your International [Student Advisor](#).

UG CPT Request: Employer and Course Instructor Information

[MAIN PAGE | Curricular Practical Training Request for Undergraduates](#)

() 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. *

7. You must select your eligibility for CPT and upload the correct supporting documentation. If your internship is required to complete your degree program, please upload proof of the degree program, such as the program handbook or course syllabus.

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 Program Requirement (e.g. handbook, course syllabus, etc) *

Select File

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 a physical address, OR
 - must indicate if the internship is remote

Upload Employer Internship Letter *

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 293), upload a copy of the course syllabus and employer letter.

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*

Upload copy of Course Syllabus *

Select File

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 a physical address, OR
 - must indicate if the internship is remote

Upload Employer Internship Letter *

Select File

9. You must also upload your most recent Form I-94, which can be downloaded from the U.S. Customs and Border Protection website: <https://i94.cbp.dhs.gov/>.

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

Doctorate

Major Field of Study

Health and Wellness, General, (CIP Code: 51.0001)

14. Put in the course instructor's name and email address below. Make sure to list the email address as listed in the UNC Directory. This will send an automatic email to the course instructor to complete an E-form for your CPT request.

Course Instructor Information

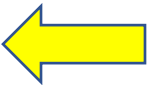
Your course instructor needs to provide information to ISSS before we can process your OPT request. Please list the email address as listed in the [UNC Directory](#).

Course Instructor Full Name*

Course Instructor Email Address*

Re-type Course Instructor 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 only click submit 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.

15. Once you have submitted the first form, you will need to complete the second form, **UG CPT Request: Academic Advisor Information**. You will see that the first form has been routed to your course instructor.

E-Forms

ROUTED TO THIRD PARTY
[UG CPT Request: Employer and Course Instructor Information](#)

REQUIRED
[UG CPT Request: Academic Advisor Information](#) ←

16. This form requires that you put your Academic Advisor's information so an E-form can be routed to them to complete. This form will be sent to your Academic Advisor only **AFTER** the course instructor has completed their form.

UG CPT Request: Academic Advisor Information

[MAIN PAGE | Curricular Practical Training Request for Undergraduates](#)

(*) *Information Required*

Please provide the contact information for your academic advisor below, including the name and email address as listed in the [UNC Directory](#).

Only **full-time Academic Advising staff in the appropriate college** (e.g. *Arts & Sciences, Kenan-Flagler Business School, School of Journalism and Media, etc.*) should be listed as the Academic Advisor below.

Academic Advisor Information

Academic Advisor Name*

Academic Advisor Email*

Re-type Academic Advisor Email*

By clicking "Submit" below, this form will be forwarded to your Academic Advisor to complete. Once the Academic Advisor completes the form, the CPT request will be routed to ISSS for review. The review and processing of your CPT application can take 2-3 weeks.

Your CPT request is complete once you have finished both E-forms, UG CPT Request: Employer and Course Instructor Information and UG CPT Request: Academic Advisor Information, and once both the Course instructor and Academic Advisor have completed and submitted their respective E-forms.