



Application Checklist for Curricular Practical Training (CPT)

Below is a checklist of the items you need to complete your Curricular Practical Training (CPT) application. To apply for CPT you will need to bring the following items to the international student advisor:

Letter from employer on letterhead with ALL of the following details included in the body of the letter:

- brief job description, including position title, and how it relates to the student's curriculum concentration
- 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).

Documentation from the course catalog or other department publication (such as the Undergraduate Bulletin or a University Department Website) showing:

- course name and number
- evidence that you are registered for the CPT course
- general description of the course
- number of credits given for the course
- name of faculty member supervising the course

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.

CPT Request Form, completed and signed by the Academic Advisor.

Note: A new I-20 will be issued. I-20s will not be issued on the day you bring all the documents on the checklist. If additional information is required, processing may take longer.