How to Apply for Curricular Practical Training (CPT)
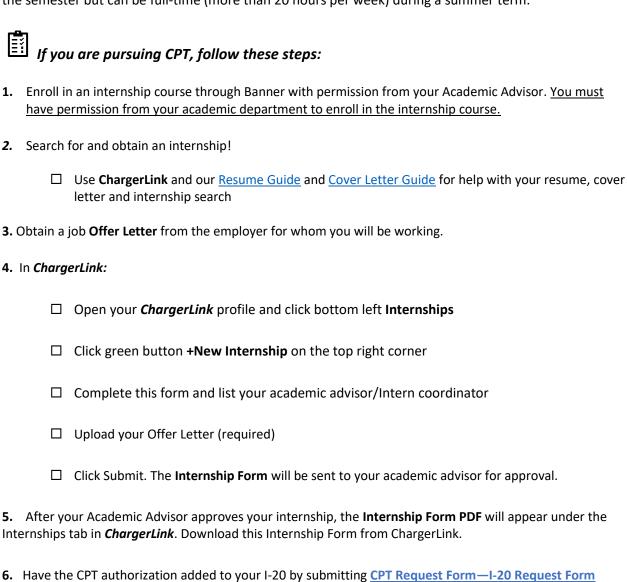
CPT is a type of employment authorization available to F-1 students for off-campus internship or practical training employment that is an integral part of the curriculum or academic program and directly related to the student's major. Paid or unpaid, an internship must be authorized as CPT on the I-20.

Students must be enrolled in the corresponding internship course within their major and approved by their academic advisor. CPT employment must be part-time (less that 20 hours per week) during the semester but can be full-time (more than 20 hours per week) during a summer term.

If you are pursuing CPT, follow these steps:

1. Enroll in an internship course through Banner with permission from your Academic Advisor. <u>You must have permission from your academic department to enroll in the internship course.</u>

2. Search for and obtain an internship!

    ☐   Use **ChargerLink** and our [Resume Guide](#) and [Cover Letter Guide](#) for help with your resume, cover letter and internship search

3. Obtain a job **Offer Letter** from the employer for whom you will be working.

4. In *ChargerLink:*

    ☐   Open your *ChargerLink* profile and click bottom left **Internships**

    ☐   Click green button **+New Internship** on the top right corner

    ☐   Complete this form and list your academic advisor/Intern coordinator

    ☐   Upload your Offer Letter (required)

    ☐   Click Submit. The **Internship Form** will be sent to your academic advisor for approval.

5.   After your Academic Advisor approves your internship, the **Internship Form PDF** will appear under the Internships tab in *ChargerLink*. Download this Internship Form from ChargerLink.

6.   Have the CPT authorization added to your I-20 by submitting **CPT Request Form—I-20 Request Form with:**

    ☐   The downloaded Internship Form—PDF from ChargerLink, AND

    ☐   Your Offer Letter from the Internship Employer

*The UIS will process your request and issue you a new I-20 with CPT authorization based on the employer information and specific dates of employment; you cannot start your CPT until the new I-20 is issued.

Important Information:

! *Undergraduate International Students must have completed a minimum of 1 full academic year (2 semesters) in full time study; Graduate students can be eligible as soon as their second semester.*

! *See the [Career Guide for International Students](#) for assistance with resume, cover letter and job search*

! *Submit the CPT Request—I-20 Request form with the accompanying documents at least 2 weeks in advance of the start of your internship to assure a timely response.*

! *The UIS will process your request and issue you a new I-20 with CPT authorization based on the employer information and specific dates of employment indicated in the job offer letter.*

! *You must have the updated I-20 <u>before</u> you begin working or apply for a Social Security Number.*

! *If the internship position is paid, you will need to apply for a Social Security Number once you've been issued your CPT I-20 if you do not already have an SSN. The UIS can provide a letter confirming full-time student status to help you with the SSN application. Find out more about the SSN at www.ssa.gov (insert link to CDC SSN guide).*