Curricular Practical Training (CPT) Request Checklist

1. Contact or meet with your departmental reviewer* to determine how you can apply for CPT

2. With your departmental reviewer*, determine the basis of CPT:
   - Required by degree program
   - Necessary for thesis/dissertation
   - Enrollment in class that has a training requirement

3. Obtain an employment offer letter that contains **ALL** requirements on **ISSS CPT website**

4. Submit the "CPT Request" e-form in **ISSS Link** in a timely manner. Enroll in appropriate course if it is the basis of CPT (See Step 2)

5. Wait for your departmental reviewer* to confirm your CPT request

6. Wait up to 5 business days for your ISSS advisor to review your CPT request

7. Receive your new I-20 with CPT authorization. It will be **electronically sent to you**.

8. Start your practical training on the start date listed on page 2 of your I-20

*The name and e-mail of your departmental reviewer can be found within the "CPT Request" e-form*