

## **Curricular Practical Training (CPT) Document Checklist**

Please verify the following information and/or bring the following documents to the International Student Advisor in order to complete your request to engage in an internship/practicum.

- Verify that you are properly registered for the internship/practicum course for the term that you are requested CPT.
- Have the Faculty Recommendation Form completed by either your Department Chair or the instructor supervising your internship/practicum.
- Provide letter of employment from internship/practicum work site supervisor - letter should state your job title, description of employment that you will engage in, and confirmation that you are not required to work more than 20 hours per week.
- Valid passport containing I-94 arrival/departure record (white card stapled inside passport)
- Original SEVIS I-20

Without all documents listed above, the International Student Advisor will not be able to assist you with your CPT application.

**PLEASE BE ADVISED THAT CPT APPLICATIONS ARE NOT COMPLETED ON A WALK-IN BASIS. YOU MUST MAKE AN APPOINTMENT WITH THE ISA TO COMPLETE YOUR CPT APPLICATION.**