

## Curricular Practical Training Application Checklist

1. Register for the CPT course. **Failure to register for the course prior to your appointment will result in denial.**
2. Obtain a job offer appropriate to your research/internship or curriculum of the course. The job offer letter must be on company letterhead with the start date and end date of your employment. The dates of employment must coincide with the academic course and letter from the course instructor. The start date for employment must be on or after the date of the CPT appointment. **Please remember that failure to follow the CPT application instructions may delay your CPT authorization and a new employment letter will be required.**
3. Take the job offer letter to the instructor of the academic course for approval for CPT. It is strongly recommended that the student walk these documents through the signature process with the academic departments. The instructor will need to write a letter addressed to the International Student Advisor recommending CPT for the job. The letter must contain the course name and dates of employment. ([A sample letter may be found here.](#)) **The dates for the CPT employment must coincide with the dates for the course, the job offer letter, and the start date must be on or after the date of the CPT appointment.**
4. Go to the Dean of your college to get the Memorandum of Understanding (MOU). The MOU form must be completed and signed by the employer, the student, and the Dean of your college. [MOU form.](#)

**Note: It is strongly recommended that you walk the documents through the signature process. The instructor and Dean of your college may need a day or two to review the documents but please make arrangements to pick the documents up after authorization. Do not leave the documents for the academic departments to forward to the ISSO.**

5. Complete Section A of [form I-538](#). Instructions for completing the form are provided below.
6. Bring a printout of your Registration History from myLeo accessible by clicking "Registration."
7. Make a CPT appointment with International Student Services. Students must attend the CPT appointment in person and we do not schedule same day appointments. Failure to provide ALL documents completed as instructed will result in your appointment being rescheduled at a later date.

### **Bring in the following items with you to your appointment:**

- Completed I-538 with your signature
- Copy of your current visa, passport, I-94 and 1st and 3rd page of your current I-20. Print out on standard 8 ½ x 11 sheet of paper.
- Job offer letter
- Approval letter from your professor with his/her signature
- Completed MOU from the Dean of your college with all signatures
- Printout of your Registration History from MyLeo
- Your current physical address where you will be living (not P.O.Box and not company address), phone number, and email address. Print out on standard 8 ½ x 11 sheet of paper.

### **Instructions to complete Form-I-538 Section A:**

1. Please write family name in capital letters, and first name and middle name in lower case.
2. Date of birth.
3. Student admission number is the 11 digit I-94 number.
4. Date you were first issued F-1 status. This is the issue date of your first F-1 visa.
5. Level of education will be bachelors, masters, or doctorate.
6. Academic major.
7. Please describe the work you will be doing and how it relates to your academic major and the course. Beginning date is the start date of your employment. This is usually the start date of the course. End date is the end date of your employment which is the end date of the course and/or semester. Please remember that the dates on the letter from your instructors, job offer letter, and the academic course must all match. Number of hours will be either be 20 hours (par-time) or 40 hours (full-t ime) unless the job offer letter states different work hours.
8. Please list any previous CPT employment you have been authorized for. Please sign and date the form.