Curricular Practical Training (CPT)
Application Checklist

How to Apply for CPT in 5 Easy Steps

1. Contact your academic advisor to find out if there is a CPT course available in your major (if Co-Op: Career Center Staff)
2. Register for the CPT course (Contact the Registrar’s Office)
3. Submit the documents in the checklist below to the ISSS office
4. Pick up your CPT I-20 (Apply for a Social Security Number, if you need one)
5. Begin employment on CPT start date listed on the Form I-20

SELF-CHECKLIST BEFORE SUBMITTING CPT APPLICATION
☐ I have been enrolled full-time for two consecutive semesters (ex. Fall and Spring)
☐ I have a completed CPT Form, approved by my academic advisor. (If Co-Op, approved by the Career Center.)
☐ I have reviewed either the CPT FAQ or the CPT Workshop
☐ I have enrolled in the CPT or Co-Op course for my major
☐ I have an employment offer letter for a job directly related to my major
☐ My job is located within a reasonable commuting distance, no more than 75 miles from Stevens. (Summer CPT is exempt from this particular requirement)

LIST OF DOCUMENTS TO SUBMIT TO THE ISSS OFFICE
1. Completed Curricular Practical Training (CPT)/Co-Op Authorization Request Form, with all required signatures
2. Copy of Job Offer Letter containing the following information on employer’s letterhead: student’s name, the company’s name, the company’s address, a statement of the job offer, the number of hours per week and the start and end dates within the semester dates.

IMPORTANT REMINDERS
- CPT Application Deadlines

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<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
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<tr>
<td>1 Credit CPT</td>
<td>October 15</td>
<td>March 15</td>
<td>July 15</td>
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<td>2 or 3 Credits CPT</td>
<td>By the end of Add/Drop Period</td>
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- Current ISSS processing time is available on the ISSS website and begins from receipt of a complete application. During the high-volume period, processing time may take longer. If your application is approved, you will be issued a CPT I-20, and you will be contacted via email when it is ready for pickup.
- CPT work between semesters will not be approved. CPT is intended for work connected to a course of study, which means the employment start and end dates must fall within the first and last day of class for a given semester.
- You can only begin employment if you have received CPT authorization. CPT authorization is valid only for the specific employer, location, employment dates, and employment status (part-time or full-time). Page 2 of your I-20 lists these details. (Part-time is defined as 20 hours or less per week while full-time is more than 20 hours per week)
- You must not continue employment beyond the date indicated on your CPT I-20. If you need an extension within the semester dates, please contact the ISSS Office.