Curricular Practical Training
Step-by-step Authorization

- Go to Co-Op and Career Services to inquire about off-campus internship opportunities and eligibility for CPT
- Get the ‘Practical Training Eligibility Form’ from Co-Op counselor
- Submit the ‘Practical Training Eligibility Form’ to ISSO
  - ISSO checks your record, signs the form accordingly- determines if/when you are eligible for CPT (Your eligibility will be determined by the length of time you have been in F-1 status)
- Bring the form back to Co-Op
  - If you are eligible for CPT, you and Co-Op can search for CPT placement
  - You can research/find internship on your own
  - Co-Op Counselors must approve placement
- Co-Op issues ‘Practical Training Confirmation Form’ (Co-Op approval)
  - One authorization at a time, each semester and/or break
- Get the I-20 for CPT from ISSO
  - You should get the I-20 from ISSO first, and then start internship, (back-dated records are not allowed)
  - If renewing CPT, submit ‘Practical Training Confirmation Form’ two (2) weeks prior to expiration