Curricular Practical Training Authorization step-by-step procedure

1. Int'l student inquires about off-campus internship opportunities and eligibility for PAID/UNPAID CPT

2. Student gets the Employment Eligibility Form from Co-op counselor

3. Student submits to ISSO Co-Op Employment Eligibility Form

4. ISSO checks the student’s record, signs the form accordingly-determines if/when a student is eligible for CPT

5. Student brings the form back to Co-Op

6. IF the student is eligible for CPT, student and Co-Op can search for and approve CPT placement

7. Co-Op issues 'PRACTICAL TRAINING CONFIRMATION FORM'®

8. Student gets the I-20 for CPT from ISSO (SEVIS record for employment will be created)

9. Student should get the I-20 from ISSO first, and then start internship (Back-dated records are not allowed)