

**Curricular Practical Training (CPT) Process Information**

* The student must be offered employment and receive an employment offer letter.
* The student must complete the CPT Request Application. The Academic Advisor (undergraduate students) or Graduate Program Coordinator (graduate students) must complete a section of the application for approval and provide a signature.
* Submit the employment offer letter and completed CPT Request Application electronically to the DSO. Then all documents will be reviewed.
* After the review process, the student will be provided with a new I-20 that indicates the CPT authorization.
* The student will review and sign the I-20 electronically, then return the I-20 to the DSO for his/her signature.
* You may visit the following link for more information about CPT: <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>