Curricular Practical Training Checklist

Please complete everything on the checklist before making an appointment for CPT.

____ Have academic advisor complete the Academic Advisor CPT Eligibility Verification Form.

____ Letter from faculty member supervising the internship.

Letter must show how the internship is an integral part of your degree program and that it is a requirement of the course to participate in the internship.

____ Letter of employment

- Printed on company letterhead showing company address
- Specifying your job title and describing the work you will do.
- Indicating specific employment start and end dates.
- Indicating number of hours you will work per week.

_____ complete the Student Request Form for CPT

____ Bring the following with you to meeting with CIE

- Four forms listed above
- Your passport
- Your current I-20