

Center for International Education
Curricular Practical Training Checklist

Curricular Practical Training (CPT) is available to F-1 students who have been enrolled for at least one academic year. While enrolled, students may work for 20 hours a week and during the summer vacation, they may work 40 hours a week. Essentially, employment undertaken with CPT authorization is an internship that has to be related to the degree being sought.

PART I

Have you been enrolled at CSU for at least one academic year?

Does your department offer internship credit?

Do you have a job offer?

Does your advisor know you are interested in doing an internship?

PART II

Have you enrolled for internship credit, if available?

Do you have a job offer letter indicating job title, dates of employment, number of work hours per week, place of employment, and a brief description of the work?

Has your advisor completed the CPT Verification Form?

Do you have all of the following immigration documents: I-20, passport, visa and I-94 card?

Once you have completed and collected all necessary items you must contact the International Student Advisor and schedule an appointment in order to submit your application.

Name: _____

Email Address: _____

Signature: _____

Date: _____