

Revised September 7, 2016

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 and you must receive course credit.

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 adviser know you are interested in doing an internship?

PART II

- ☐ Have you enrolled in the class?
- ☐ Do you have a job offer letter indicating job title, dates of employment, number of work hours per week, place of employment, brief description of the work, contact name and location of the employer?
- ☐ Has your adviser completed the CPT Verification form?
- ☐ **Graduate Students/Artist Diploma** – do you have a copy of your syllabus from your professor that states that you **MUST** seek off campus performances for your degree?
- ☐ Do you have the following immigration documents: current & previous I-20's, passport, visa and I-94?

Once you have completed and collected the necessary items, you must schedule an appointment with the International Student Coordinator in order to submit your application.

PLEASE COMPLETE INFORMATION BELOW

Name: _____

Phone: _____

Personal Email: _____

Signature: _____

Date: _____