

CPT Guidelines:

- Employment is directly related to the student major area of study after completion of study. Employment must be offered to be approved for CPT.
- Student must have been enrolled on a full-time basis at an USCIS approved school for **one full academic year**.
- Maximum of 20 hours a week during academic semester and is only approved for 1 semester (during semester dates). **YOU MAY NOT WORK WHEN YOU ARE NOT ENROLLED IN THE CLASS.***
- Must be recommended by DSO and authorized on SEVIS.
- Enroll in Work Experience units (your class schedule must reflect your enrollment.)

Submit to the International Student Office:	To Obtain a Social Security Card:
<ol style="list-style-type: none"> 1. CPT Application 2. Student Educational Plan from the counselor showing Work Experience Requirement 3. Letter from the employer that is employing you. The letter should include your job title, total hours you will be working, job duties (related to your major listed on your I-20), your supervisor's information (job title, full name) and your employer's EIN (Employer Identification Number). 4. Copy of your schedule with work experience or required major internship class enrollment 5. Submit unofficial transcripts (officials transcripts may be requested) <p style="font-size: small; margin-top: 10px;">Not all employment qualifies for CPT nor will it be authorized. <i>The DSO will issue a letter of approval if Social Security Card is needed. After reviewing this information and approval the DSO will issue a new I-20 with CPT authorization.</i></p>	<ol style="list-style-type: none"> 1. A completed Form SS-5: Application for a Social Security Card 2. At least two documents that establish age, identity and alien status: <ul style="list-style-type: none"> - Passport that has been issued at least one year prior to applying for SSN. If it's a new passport, then a birth certificate may also be required or previous passport. - SEVIS I-20 FORM 3. A current I-94 card, also known as the "arrival/departure card." (This I-94 card should be stamped with the correct notation "F-1 D/S.") 4. A letter issued by a Designated School Official (DSO). This letter verifies your status as an international student. 5. Letter from your employer with required information.

Application:			
Student ID number:	SEVIS ID #:	Semester:	Fall _____ Summer _____ Spring _____
Last Name:	First Name:	Email:	
Education Level Completed:		Major (listed on I-20):	
Describe the training proposed to receive:			
Beginning Date:		Ending Date:	
Have you been authorized employment before? Yes / No			

Office Use Only:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Recommended (new I-20) on SEVIS: _____ DSO SSN Letter (if needed) _____ Contacted Student: _____