

Curricular Practical Training (CPT) Certification Step-by-Step Process

You may be eligible for Curricular Practical Training (CPT) if you:

- Are currently in valid F-1 student status;
- Have been lawfully enrolled on a full-time basis for one academic year (i.e. two full consecutive fall/spring or spring/fall semesters) and have not had any gaps in required enrollment or status since your last date of enrollment.
 - Note: if you've had a gap in study or a status violation, the one academic year is recalculated from the date you have reestablished valid F-1 status, or resumed your full-time enrollment.
- Have a job offer for a job directly related to your major field of study
 - The job offer must be an official job offer letter on the organization's letterhead, must be signed by the prospective employer and must include the following:
 - company name
 - employer's official address
 - the physical address where you will be working
 - the exact start and exact end dates of employment
 - the number of hours per week you will be working
 - a description of your job duties.
- Are pursuing a major for which a degree may be awarded (undergraduate students who have not declared a major are not yet eligible for CPT)

CPT Process: Step-by-Step Checklist

Assuming you can answer yes to all of the requirements above, follow the steps listed below to complete your CPT form when you have accepted an internship/co-op position:

- Step 1: Learn about CPT - Review CPT information on ISS website:
<https://www.iss.purdue.edu/PracticalTraining/CPT.cfm>
- Step 2: Send your offer letter evaluation and approval to the Industrial Education Director, Dr. Gabriela Nagy at nagy@purdue.edu
- Step 3: Register for the appropriate experiential course, as instructed by Dr. Gabriela Nagy or by your academic advisor
- Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms - As your first step in the online application process, you will log in to **myISS** at <https://connect.iss.purdue.edu> and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete

the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. This typically takes three business days.

- Step 5: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms - Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to **myISS** to upload your passport (if needed) and most recent I-94 Arrival Record using the link provided by ISS. Then you will navigate back to your *CPT application e-form*. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information. **List your academic advisor as the person providing the departmental approval for CPT.**
- Step 6: Wait for processing - ISS processing time will take approximately 5 business days from the date they receive all required e-forms and documents, and your academic advisor's recommendation. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.
- Step 7: Receive your I-20 from ISS - ISS will contact you via email after your I-20 has been created and is ready to be picked up.

Once all documents are submitted, the approval process may take up to 5 working days. Remember you cannot start your employment until the start date listed on your CPT Form. CPT is authorized for specific dates, so if those dates need to change, you must receive authorization for the change before you work beyond the authorized end date of your current authorization. You must give ISS 10 business days to process any changes to your CPT authorization.

CPT is employment authorization for an integral part of an established curriculum and must be directly related to a student's major area of study. It may be defined as: alternate work/study, internship, cooperative education (Co-Op) or other type of internship practicum (required or optional). Students must also register for a specific course in their department (see Step 3 above).

CPT can be full-time (>20 hours per week) or part-time (20 hours or less per week). Students registered for part-time CPT during a fall/spring semester must also be registered for a full course of study. Students engaged in part-time CPT during summer vacation do not need to be registered full-time for classes.

Currently, the Davidson School of Chemical Engineering does not have a Co-Op program option for which the students work part-time.