Curricular Practical Training (CPT) Certification Form

Step-by-Step Checklist

Eligibility Requirements: To be eligible for Curricular Practical Training (CPT), you must:

- Be an F-1 Student (with a valid/unexpired I-20 and a valid/unexpired passport)
- Complete an academic year (fall/spring)
- Been full-time (12 crs or more) every fall/spring at Purdue
- Have a written job offer (relevant to your field of study) in hand

Check List: Assuming you can answer yes to all of the requirements above; follow the four simple steps listed below to complete your CPT form.

☐ Student – Complete the CPT On-Line Workshop – Instructions for registering for the workshop can be found at http://www.iss.purdue.edu/ssl/cpt/

☐ Student – Complete the CPT Form – The CPT Form can be accessed on-line at the link provided: CPT Form
Please complete the form in its entirety (except the advisor signature at the bottom). This information should include your personal information, the company name/location, job title/hours, start/completion dates, course number/title (please select the appropriate co-op/internship course and indicate zero hours credit), and expected graduation date. While the form states that much of the information must be completed by the advisor, please ignore this and provide the information on the form for your advisor to verify.

☐ Advisor Authorization – Please submit your 1.) completed CPT form to your advisor along with your 2.) offer letter and your 3.) updated Plan-of-Study (POS) so he/she can verify the information on your CPT form and sign it.

- Options for submitting paperwork for the CPT process:
  1. Submit the three required documents via email to your assigned advisor. Must allow 48 business hours for processing.
  2. Schedule an appointment with your assigned advisor, bringing hard copies of the three required documents listed above.

☐ Student – Hand in your completed CPT Form to ISS – ISS is located on the first floor of Schleman Hall in room 136.

Once 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 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). Student's must also register for a specific course in their department (contact your advisor for course details).

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.