

Curricular Practical Training Checklist

- ___ Complete the Student Eligibility Verification Form

- ___ Request your academic advisor complete the Academic Advisor CPT Eligibility Verification form.
 - ___ Letter from faculty member supervising the internship
 - Letter must show how the internship is an integral part of your degree program and that it is a requirement of the course to participate in the internship
 - A sample letter can be requested by your faculty member from ISS
 - The faculty member may contact ISS with any questions

- ___ Letter of employment
 - Printed on company letterhead showing company address
 - Specifying your job title and describe the work you will do
 - Indicating specific employment starting and ending dates
 - Indicating number of hours you will work per week

- ___ Bring the following to the meeting with the International Student Advisor
 - The four paperwork items listed above
 - Your passport
 - Your current I-20
 - Your I-94 print out (from <https://i94.cbp.dhs.gov/>)