



Office of Multicultural Affairs  
605 E. College Ave  
North Manchester, IN 46962

Phone: (260) 982-5276  
Fax: (260) 901-8077  
Email: oma@manchester.edu

## Curricular Practical Training Application Checklist

F-1 students applying for Curricular Practical Training (CPT) must submit and assemble the following materials to the Director of Intercultural Services for processing.

### Application Materials – submitted prior to CPT appointment

**CPT Application & Advisor Recommendation Form**

(Get form from Office of Multicultural Affairs website)

**Employment offer letter from prospective U.S. employer on company/employer letterhead including:**

- **Position title**
- **Position description**
- **Proposed beginning and ending dates of employment**
- **Name and complete address (physical and mailing) of the employer**

**Copy of the student's I-94 (retrieve from website – <https://i94.cbp.dhs.gov/I94/request.html>)**

### Application Procedures

- **Obtain a written offer of employment from a U.S. employer:** The offer letter must be printed on company/employer letterhead and must provide a detailed description of the duties, locations and dates of proposed employment for practical training.
- **Meet with your academic advisor/department chair/faculty member:** Once the above letter is prepared by your prospective employer, you must review the position with the appropriate faculty member. During this appointment, the faculty member will evaluate the proposed employment experience.
- Ask your academic advisor to complete the *Advisor/Department Chair endorsement* on the **Curricular Practical Training Application form.**
- **Complete the Curricular Practical Training Application form:** This form can be found on the Office of Multicultural Affairs website, under “For International Students.”
- **Register for an academic course.** The course must appear in the course catalog and must be taken for at least one academic credit during the semester during which CPT is authorized. Applications for CPT will not be processed until the DSO verifies registration for a corresponding academic course.



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- **Submit additional documentation to the Office of Multicultural Affairs:** This includes the employment offer letter, I-94 card as well as any additional documentation specified by the Office of Multicultural Affairs.
- **Obtain a new CPT I-20 form:** Following the CPT appointment, the DSO will submit the CPT request to the SEVIS system. This will generate a new I-20 from which will contain the CPT dates and employment information provided in the application. The student will then be notified by the DSO when the new I-20 form is available. This generally takes 1-3 business days after the CPT appointment. The new I-20 serves as evidence of employment authorization.

### Other important information

- Applications for CPT will not be processed until the DSO verifies the applicant's registration in the corresponding academic course for the appropriate semester.
- Students applying for CPT from an off-campus location or from outside the United States should contact the Office of Multicultural Affairs for special instructions.

**Important: Employment for Curricular Practical Training may not begin until the student receives the new I-20 from endorsed for CPT on page two (2) on the new version and the start date for the authorized employment has passed.**

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