

Curricular Practical Training Checklist

- ____ Letter from faculty member supervising the internship
 - letter must show how the internship is an integral part of your degree program and that you cannot earn your degree without participating in the internship

- ____ 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

- ____ Complete the Student Request for CPT form

- ____ Have your academic advisor complete the Academic Advisor CPT Eligibility Verification form

- ____ Bring the following to the meeting with the International Student Advisor
 - the four forms listed above
 - your passport
 - your current I-20
 - your I-94 card

Student Eligibility for CPT Verification Form

1. CPT is only for the purpose of participating in legitimate internships in a student's area of study. It is not a means of gaining employment eligibility.
2. Students are required to be registered to receive credit for the internship before being eligible to receive CPT authorization from ISS.
3. Student must register internship with Career Services.
4. Students who have maintained full-time enrollment as required by federal regulations (15 units per term) and who have completed all semester hours required for the degree are not eligible for CPT. The following are the only three exceptions to this rule:
 - a. An unusual opportunity of short duration, such as a weekend performance in a symphony orchestra or one-day participation in a workshop or research study
 - b. The internship is required by the program of study as documented by information published in the LU Course Catalog
 - c. The internship will contribute **directly** to the student's thesis or dissertation (ex.: data gained through internship is used in thesis)
5. Student is eligible to *apply* up to 90 days before the end of his or her first year of study. The actual CPT employment cannot *begin* until the first academic year is complete.
- 6.