



# Curricular Practical Training

## Part II: Requesting CPT Authorization





# CPT Request Process

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1. Get a job offer letter
2. Complete CPT Online Course and print completion certificate
3. Meet with Academic/Faculty Advisor
4. Register for CPT course (*if required*)
5. Bring **complete** CPT request at the International Center front desk
6. CPT I-20 created with work authorization



# 1. Job Offer Letter

## Job offer letter *must*:

- Be written on company letterhead
- Be addressed to you
- Include job title and description
- Specify employment address (*street, city, state, and zip code*)
- Specify full- or part-time (*if part-time, number of hours/week*)
- Specify exact dates of employment

***Anything missing? Attach email from employer***



## 2. Completion Certificate

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Picture of certificate

Zoom in on yellow section for CPT  
information



### 3. Meet with Academic/Faculty Advisor

- Only advisor can determine if job experience is integral to degree program
- Advisor must complete “Academic/Faculty Advisor Recommendation Form for CPT”
- Don’t forget to discuss CPT course enrollment, you may need special permission to register



## 4. Register for CPT Course

- CPT cannot be approved without proof of course registration (*if non-required CPT*)
- Get an override if necessary
- **REMINDER**: CPT course must be taken during the same term CPT is approved
  - ***Exception, Spring/Summer only***: CPT course can be taken the previous Winter term if not already approved for CPT that term.



## 5. Bring CPT Request to IC

- Bring ***complete*** request to International Center front desk
- **Required documents:**
  - CPT Online Course Completion Certificate
  - Academic/Faculty Advisor Recommendation Form
  - Job Offer Letter
  - Copy of most recent I-20 (*pages 1 & 3*)
  - Copy of most recent I-94 card (*front only*)
  - Unofficial transcript from Wolverine Access

***Incomplete requests will not be accepted!***



## 6. CPT I-20


- Allow 5-10 business days for processing
- Can only work during *dates* listed on p.3 of I-20
- Can only work for *employer* listed on p.3 of I-20

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IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILYNAME: Wolverine FIRST NAME: Wendy  
Primary Major: 26.1310 Ecology and Evolutionary Biology  
Student Employment Authorization:  
Employment Status: FULL TIME Type: CPT  
Duration of Employment - From (Date): 06/01/2011 To (Date): 08/15/2011  
Employer Name: Microsoft Corporation  
Employer Location: One Microsoft Way  
Redmond, WA 98052-6399

**SEVIS**  
Student's Copy  
N000123456789







# Once Your CPT is Authorized

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- When CPT expires, continue to use CPT I-20
- CPT I-20 will have travel signature
- CPT authorization makes you eligible for a Social Security Number
- Update your current address in Wolverine Access within 10 days of moving



# Additional CPT Authorizations

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- Need an extension of your current CPT?
  - Email [icenter@umich.edu](mailto:icenter@umich.edu) with written request and attach updated offer letter with new end date
  
- Need another term of CPT?
  - Take the CPT Online Certification Course again and follow the same request process



## Part 2 - Summary

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- CPT request process (*authorized by the IC*)
- Information a job offer letter should include
- What you must discuss with your Academic /Faculty Advisor
- How to request additional CPT authorizations