Follow these steps for a successful CPT application.

Attend a Summer Work Authorization Workshop

Workshops are held during each semester. Times and locations are communicated via email and also listed on the [Events Calendar](#). If you are unable to attend a workshop, schedule time to talk with International Student and Scholar Services.

Submit an Application

Depending on the course for which you are requesting CPT, you will either need to complete the CPT Application or the Fieldwork Enrollment Application. Both of these applications can be found on the [CPT Applications page](#). Both applications require an offer letter from the hiring company/organization. Information that must be in the offer letter can be found [here](#).

For the CPT Application, the course instructor will need to complete a [CPT Recommendation Form](#). Please ask the instructor to complete this form and return it to you before starting the application. The Fieldwork Enrollment Application does not require the CPT Recommendation Form.

Review and Approval

Once all documentation is received, the request will be reviewed. If any additional information is needed, the student will be contacted via their Institute email address. Please allow up to seven to 10 days, once a completed application is received, for a decision on your application. Upon approval of the request, ISSS will print an updated I-20 with CPT approval.
Receive I-20 with CPT Approval

ISSS will send you an email confirming the CPT has been approved, and instructions on how to obtain the updated I-20. The I-20 with CPT approval needs to be picked up prior to starting your work experience. This document is used in the I-9 process.