



Curricular Practical Training (CPT) Application Checklist

Make sure you have the complete application packet with you at your appointment with ISSS. Incomplete packets will not be processed.

Paid / unpaid internships require CPT Authorizations. You must not begin working until the CPT Authorization has been granted on your Form I-20.

Completed “Curricular Practical Training Workshop Acknowledgement”

Print and sign after viewing and passing the ISSS CPT Workshop Quiz at CPT Workshop. Make sure that you use your FIU email account to receive an email confirmation.

CPT Authorization Request Form completed and signed by your Academic Advisor*

* Hospitality Management students requesting 1000 Hours Basic Training must bring the BASIC TRAINING (1000 HRS)/CURRICULAR PRACTICAL TRAINING (CPT) form.

Copy of class schedule showing Internship or Co-op course

- Undergraduates: At least a 3000-level internship or co-op course
- Graduate students: At least a 5000-level graduate internship or co-op course

CPT Credit Hours:

- Students who wish to do CPT full-time must enroll in 3 credits of internship (**21+ hrs/week**)
- Students enrolled in 1, 2 credits of internship will be granted only Part-time CPT (**less than 20 hrs/week**)

Internship / Job Offer Letter from the company or institution hiring you*

* Offer letter must reflect start & end dates. Please note that internship dates must be within the semester start and end date.

If placed at an internship site by your academic department/internship coordinator, you may bring a letter on department letterhead signed by your internship coordinator specifying the dates and location(s) of your internship.

Additional Documents

- Original VALID passport
- Most Recent I-94

Please contact the ISSS Office to schedule an appointment. If you meet all eligibility requirements and present a complete application packet, the ISSS advisor will issue you a new I-20 reflecting CPT authorization.