

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

Once you have all the documents ready, please upload your application documents on your [FIU ISSS Panther Portal](#) (under **F-1 Practical Training Applications → CPT Application Documents Upload**). After you upload your documents, you will be able to request an appointment in the portal. 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.