Curricular Practical Training (CPT): Instructions

Please read the CPT information on the website. The I-Center will not process incomplete applications. The processing time for a CPT approval is up to two weeks. The deadline for a CPT application deadline is on the last day to add classes.

Make sure you understand all of the requirements of the application, procedures and rules. Students are responsible for following these and maintaining their F-1 status. Failing to comply with F-1 regulations may have negative consequences on your immigration status.

**CPT Application Instructions:**

Submit the following documents to the International Center when applying for Curricular Practical Training:

1. **Completed CPT Application**
2. **Printout of I-94**
3. Letter of employment from your prospective internship employer, on company letterhead, with the following:
   - Detailed job description
   - Start and end dates of employment
   - Number of hours per week
   - Salary
   - A statement declaring the employer’s support of and cooperation with the student and academic supervisor to fulfill the curricular purposes of the employment/training.

*Note: This letter needs to be reviewed by the Academic Advisor so that they can be in contact with the employer to determine the viability of this internship for CPT internship credit.*

4. **CPT Summer Session Registration Form (Summer CPT applicants only)**
5. If you are requesting an extension of your current CPT, please contact your I-Center advisor for further instructions. CPT extensions are permitted within current semester dates.
6. Extensions and repeat authorization outside of current semester dates require a new CPT application. The same must consist of additional academic and training tasks, requirements, and/or objectives.

*Note: Repeated participating rules may vary for students completing required internship fieldwork in certain programs. Please contact your I-Center advisor.*

**Course Registration Requirement for Fall and Spring Semester:**

You must register your CPT course in SIS prior to receiving CPT authorization from the I-Center. If you have any difficulties registering your course on time, please speak to your I-Center advisor for guidance.

**Course Registration Requirement for Summer Sessions 1 & 2**

Students cannot register for the course until the CPT has been approved by the International Center. Once your CPT is approved, your international student advisor will sign the **Summer Session Registration Form** to present to Student Services. This must be done within three (3) business days of the CPT approval from the I-Center, otherwise your authorization to work will be cancelled. Students must register before the first day of either first summer session or second summer session, or a late fee will be applied. Please contact Summer Session for registration assistance. They can be reached by email: **summer@tufts.edu** or phone: 617-627-2000.