



F-1 CURRICULAR PRACTICAL TRAINING STEP BY STEP PROCESS

Curricular Practical Training (CPT) is a temporary employment authorization directly related to an F-1 student's academic program where off-campus employment counts towards course credit and will appear on the student's transcript, indicating that the employment served to enhance academic experience as a part of the established curriculum. Whether the course is for 1 or more credits, it *must* appear in the SMU catalogue. The Designated School Official (DSO) at SMU may grant CPT off-campus work authorization as long as the student has met all requirements.

Please follow the steps below when applying for Curricular Practical Training.

- Make sure you are eligible for CPT (check SMU CPT Policy on ISSS website).
- Visit the Hegi Family Career Center and meet with a career coach about off-campus job opportunities.
- Meet with your academic department's CPT Coordinator.
 - a. Bring CPT application form and a job offer letter for your CPT coordinator to help completed your form.
 - b. Enroll for CPT course.
- Bring the following documents to the ISSS Office and meet with an International Services Specialist:
 - a. CPT Application Form Signed
 - b. Job Offer Letter
 - c. Copy of Legal Agreement (CPT coordinator will facilitate obtaining the legal agreement)
- ISSS Advisor will email you when your new CPT I-20 is ready. This process may take up to 7 business days. NOTE: You are *not allowed to begin employment* until you have received your new CPT I-20.
- Pick up your I-20 and sign page 1. You will keep your original document and the ISSS office will keep a copy for our records.
- Take new CPT I-20 to the Office of Human Resources in your new company.
- Fill out a form I-9 and start working. Any days of work without authorization will be considered a violation of your status. If you do not have a Social Security Number, you must apply for one.