

CPT Application Checklist

Before applying for CPT, please attend a [CPT Workshop](#) or review the F-1 CPT guidelines and required documentation on the [ISS CPT Page](#). If you have questions, please set up a meeting with an ISS Advisor by emailing internationalstudents@ucr.edu.

Important Considerations

Please make sure that your application is complete and that you submit it to our office at least 7 business days prior to your requested start date to allow sufficient processing time. You may not begin working until you have received the CPT I-20 from our office and have reached the start date indicated on page 2 of the I-20. If you require adjustments to your work authorization dates or need to change employers, this will require the submission of a new application.

CPT Application Steps

1. Attend a [CPT Workshop](#) or read [CPT Policy and Eligibility Guidelines](#) on the ISS website.
2. Secure a practical training learning experience (internship) that is required for your degree program.
3. Receive an offer letter from your employer (see [Offer Letter Template and Employer Information](#)) and complete a [Cooperative Agreement](#). You, your academic department, and your employer must all complete this cooperative agreement.
4. Enroll in required coursework as outlined by your academic department. This is typically internship course 198-I (for undergraduates) and 298-I or 398-I (for graduate students).
5. Secure a signed letter from your department on departmental letterhead confirming the required CPT.

Letter requirements (non thesis/dissertation stage students)

- A description of the required practical training and how it directly relates to the student's major field of study.
- Confirmation that the training is required and integral to the curriculum.
- Confirmation that all students in the program need this practical training experience in order to complete their degree. Reference where this is indicated in the UCR course catalog.
- Confirmation that the student has not already completed this requirement.
- Signature of academic advisor, graduate program coordinator, or supervising faculty, including name, title, and date.

Letter requirements for thesis/dissertation stage students who require CPT for data collection

- A description of the thesis/dissertation topic or area of research.
- A description of the methodology to be utilized and how it informs the thesis/dissertation topic.

- Confirmation that this data collection is required for the completion of the thesis/dissertation.
 - Confirmation that there are no alternative methods to this data collection process.
 - The beginning and end date for the data collection activity along with the anticipated thesis completion date or an anticipated defense date for dissertation.
 - Signature of the supervising Faculty Advisor or the Faculty Principal Investigator (PI), including name, title, and date.
6. Complete the [CPT Request Form](#). For thesis and dissertation stage students, this form should be signed by your principal investigator (PI) or supervising faculty member. For other students who are applying for CPT to meet a degree requirement, we will also accept signatures from your Academic Advisor or Graduate Program Coordinator
- Please consult with your department if you have any questions regarding the most appropriate person to sign the form.
7. Submit the [CPT Request Form](#) along with the following supporting documents by emailing them to the ISS office at internationalstudents@ucr.edu.
- Completed [Cooperative Agreement](#)
 - Offer Letter (See [Offer Letter Template and Employer Information](#))
 - Signed Letter on Departmental Letterhead confirming the required CPT
 - Proof of enrollment in CPT internship course
 - Completed [CPT Request Form](#)

The ISS office will review your application and a Designated School Official (DSO)/International Student Advisor will authorize CPT on page 2 of your I-20 Form if everything is in order. We will send you an updated copy of your CPT I-20 to your UCR email address. **Do not begin working until you receive your CPT authorization.**

[How to Apply For A Social Security Number](#)

If you do not already have a social security number, you may [apply for one](#) upon receiving your CPT I-20 at your local Social Security Administration office.