



# Curricular Practical Training (CPT) Checklist

*For international students who are pursuing a CPT experience*

AUTHORIZATION PROCESS	
<p><i>The steps that you will need to take prior to participating in your practical training experience — such as an internship or cooperative program (co-op) — may be found below. Please coordinate with the <a href="#">EXCEL Office</a> to successfully complete your application. Each of these steps is mandatory in order to participate in your desired internship or co-op.</i></p>	
<p><b>APPROVAL OF EMPLOYER'S SITE VERIFICATION FORM:</b> Your potential employer must complete the appropriate <a href="#">Site Verification Form</a>. This form must then be approved by the EXCEL Office.</p>	
<p><b>PREREQUISITE DEVIATION FORMS:</b> Meet with your academic advisor so that he or she may complete any prerequisite deviation forms, if necessary.</p>	
<p><b>*RECOMMENDATION LETTER FOR CPT:</b> Your academic advisor must complete and sign the Recommendation Letter for Curricular Practical Training (CPT); a template will be provided to you by the International Student &amp; Scholar Services Office.</p>	
<p><b>*ENROLLMENT VERIFICATION:</b> Print your Enrollment Verification through your myOswego account: <a href="https://oswego.edu/registrar/enrollment-verification-proof-enrollment">oswego.edu/registrar/enrollment-verification-proof-enrollment</a>. Your enrollment verification should indicate at least 2 previous semesters enrolled at SUNY Oswego, as well as full-time enrollment for the entirety of your F-1 visa status.</p>	
<p><b>*INTERNATIONAL STUDENT INTERNSHIP &amp; CO-OP ACKNOWLEDGEMENT FORM:</b> Read and sign this form, provided by the International Student &amp; Scholar Services Office.</p>	
<p><b>*UNOFFICIAL TRANSCRIPT:</b> Print your unofficial transcript, found in your myOswego account, indicating your enrollment in an internship or co-op course: <a href="https://oswego.edu/myoswego">oswego.edu/myoswego</a></p>	
<p><b>*REQUEST FOR AN EXPERIENCE:</b> "Request an Experience" and complete your learning agreement in <a href="#">hireOz by Handshake</a> in order to be registered for academic credit.</p>	
<p><b>CPT AUTHORIZATION:</b> Once you are registered into the course associated with your training experience, send all of the materials listed above to the International Student &amp; Scholar Services Office at <a href="mailto:iss@oswego.edu">iss@oswego.edu</a>. Your eligibility for Curricular Practical Training will be reviewed and, if approved, CPT will be formally authorized on your Form I-20.</p> <p><b>IMPORTANT:</b> You <b>cannot</b> begin your internship/co-op until you receive your new CPT-authorized Form I-20 from the ISSS Office.</p>	