



# Curricular Practical Training (CPT) Checklist

For International Students who are pursuing a CPT experience

## Application Process

*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 [EXCEL Office](#) to successfully complete your application. Each of these steps is mandatory in order to participate in your desired internship or co-op.*

**ACADEMIC INTERNSHIP/CO-OP VERIFICATION FORM:** Your potential employer must complete the Academic Internship/Co-op Verification Form, which will be provided through SUNY Oswego's EXCEL Office: [oswego.edu/excel](https://oswego.edu/excel)

**PREREQUISITE DEVIATION FORMS:** You (the student) must complete any [prerequisite deviation forms](#), if necessary. Please consult with the EXCEL Office to determine if this is necessary.

**\*EXPERIENTIAL APPLICATION:** Read and complete your [Experiential Application](#).

**\*RECOMMENDATION LETTER FOR CPT:** Your academic advisor must complete and sign the [Recommendation Letter for Curricular Practical Training \(CPT\)](#).

**\*ENROLLMENT VERIFICATION:** Print your Enrollment Verification through your myOswego account. Use the steps at: [oswego.edu/registrar/enrollment-verification-proof-enrollment](https://oswego.edu/registrar/enrollment-verification-proof-enrollment). 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.

**\*CPT ACKNOWLEDGEMENT FORM:** Complete the [CPT Acknowledgement Form](#), sign, and date.

**\*UNOFFICIAL TRANSCRIPT:** Print your unofficial transcript, found in your myOswego account, indicating your enrollment in an internship or co-op course: [oswego.edu/myoswego](https://oswego.edu/myoswego)

**CPT AUTHORIZATION APPOINTMENT:** Once you have completed all of these steps, you must bring your complete CPT packet (including all of the materials listed above) to the International Student & Scholar Service Office at 102 Sheldon Hall so that Curricular Practical Training (CPT) may be authorized in your Form I-20. You may not begin your internship or co-op until you receive your new I-20. Please make an appointment for your CPT authorization by contacting [iss@oswego.edu](mailto:iss@oswego.edu)

**\*IMPORTANT:** You must bring all items denoted with an asterisk to your CPT Authorization Appointment.



CPT Acknowledgement Form

**All international students who intend to participate in any sort of practical training during the course of their studies must abide by all rules associated with Curricular Practical Training (CPT) in order to maintain their F-1 student visa status. Please read each of the statements listed below carefully. Add your signature and today's date at the bottom of the page to acknowledge that you understand and agree to abide by all of the rules mentioned below.**

I understand that engaging in off-campus employment outside of the CPT authorization period without prior approval by SUNY Oswego's International Student & Scholar Services Office is considered illegal employment and is therefore a violation of my F-1 status that may result in the termination of my SEVIS record.

I understand that my CPT experience must be directly related to my major area of study and an integral part of my program's established curriculum.

I understand that I am only eligible to engage in CPT employment during the CPT authorization period indicated at the top of page 3 of my new Form I-20 issued by the International Student & Scholar Services Office for my CPT experience.

I understand that while on CPT, I am only eligible to work for the employer indicated in the CPT authorization on page 3 of my I-20.

I understand that I must maintain full-time enrollment status throughout the duration of my program of study including while engaging in CPT.

I understand that I must report all changes of address to the International Student & Scholar Services Office at [iss@oswego.edu](mailto:iss@oswego.edu) within 10 days of the move so that they can update my SEVIS record.

I understand that I must immediately report any termination of my CPT employment to the International Student & Scholar Services Office so that an updated I-20 can be issued.

I understand that if I wish to change CPT employers I must repeat the CPT application process through the EXCEL Office and obtain a new Form I-20 authorizing CPT with the new employer from the International Student & Scholar Services Office prior to beginning the new CPT experience.

I understand that if I wish to extend my current CPT experience, I must submit an updated Experiential Application, Recommendation Letter for Curricular Practical Training (CPT) from my academic advisor, enrollment verification, and unofficial transcript indicating that the CPT experience has been registered for credit. I understand that I must receive my new I-20 indicating the extended CPT period before I can continue working.

I understand that if I exceed 365 days of full-time CPT, I will no longer be eligible for Optional Practical Training (OPT).

I understand that my passport must be valid at the time of CPT authorization and it is my responsibility to maintain passport validity throughout the duration of my program of study.

I understand that I am responsible for maintaining health insurance coverage for myself and my dependents while engaging in CPT.

I acknowledge that I have read the statements above and agree to abide by them:

Student's Name:

Student's Signature:

Date (mm/dd/yyyy):