

Curricular Practical Training Application Procedure

Step One: Attend ISSA's CPT Information Session or view the CPT Video at international.nd.edu/ISSA

Undergraduates in the College of Science: CPT is not available.

Undergraduates in the Mendoza College of Business: CPT will be authorized only twice in your course of study.

Undergraduates in the College of Engineering: You must enroll in a 1 credit spring class for summer CPT.

Step Two: Acquire a written offer of employment from a U.S. employer.

The offer letter must be printed on company letterhead and must include the following elements:

- Position title
- Position description
- Proposed beginning and ending dates of the employment
- Name and complete address of the employer
- Location where employment will take place, if different from employer's main address

Step Three: Complete the CPT Application at ISSALink.nd.edu.

Click on the blue login button. Sign in with your ND NetID and password. Click on "F-1 Practical Training" in the left column; in the drop-down list, select "Curricular Practical Training Application."

- **Academic Advisor Recommendation:** The CPT Online Application will ask you to submit the name and email address for your Academic Advisor. Once you submit your application, your advisor will be sent a request to recommend you for OPT. It is your responsibility to follow-up with your advisor regarding OPT recommendations. *We advise that you meet with your academic advisor BEFORE submitting the CPT application. Your CPT application will not be processed without the advisor's recommendation.*
- **Register for an academic course** at Notre Dame that corresponds to the CPT for which you are applying. The course must appear in the course catalog and must be taken for at least one academic credit during the semester in which CPT is authorized. Applications for CPT will not be processed until ISSA verifies registration for a corresponding academic course.

Step Four: Receive email from ISSA to pick-up your CPT I-20.

Upon receiving all materials, ISSA will verify the ND course registration and generate a new I-20 form with CPT authorization; the CPT dates and employment information are included. You will be notified by ISSA when the new Form I-20 is available, usually 1-2 business days after the CPT application has been approved by the academic advisor. *The new I-20 serves as evidence of employment authorization. You cannot begin work until the CPT I-20 is issued, and you have reached the start date.*

Students applying for CPT from an off-campus location or from outside the United States should contact the ISSA advisor handling the application for special instructions.

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