

CURRICULAR PRACTICAL TRAINING FOR STUDENTS IN F-1 STATUS

STEP 1:

Attend a Curricular Practical Training workshop offered by the Center for Global Engagement. Workshops are offered every semester (Spring and Fall). You can access the web to know the exact dates. If you are unable to attend a workshop, please make an appointment with the International Student Adviser. Contact our office at 718-982-2100.

STEP 2:

Meet with your academic advisor to discuss if the internship or job that you are interested in applying might fit into your academic program. If your academic adviser determines that the employment qualifies as an integral part of your academic program, proceed to step 3.

STEP 3:

Obtain the following documents:

1. Faculty Recommendation For Curricular Practical Training Form. It must be completed and signed by your major academic advisor. If he or she is not available, you may request a signature from the head of the department.
2. Offer letter from the employer. Such letter must be on company letterhead and must include the following information:
 - Type of training (job title and description of your training position)
 - Beginning and ending dates of training.
 - Employer's name and location of the training.
 - Full-time or part-time employment.
3. SEVIS I-20 ID. In the event that a SEVIS I-20 ID has not been issued, please bring your current I-20. We will prepare a new SEVIS I-20 ID.

STEP 4:

Bring all the above documents to the Center for Global Engagement. If you are in lawful non-immigrant status and your documentation is complete, we will be able to authorize you for CPT in 5 working days.