



Curricular Practical Training (CPT) Application Checklist

Make sure you have the complete application packet with you at your appointment at ISSS:

Completed “Curricular Practical Training Workshop Acknowledgement”

Print and sign after viewing the ISSS CPT Workshop at [CPT Workshop](#).

Make sure that you use your FIU email account to receive an email confirmation.

CPT Authorization Request Form completed and signed by your **Academic Advisor***

* Hospitality Management students requesting 1000 Hours Basic Training must bring the [BASIC TRAINING \(1000 HRS\)/CURRICULAR PRACTICAL TRAINING \(CPT\)](#) form

* This form is available on the ISSS website at <https://globalaffairs.fiu.edu/iss/forms/>

Copy of class schedule showing Internship or Co-op course

- Undergraduates: At least a 3000-level internship or co-op course
- Graduate students: At least a 5000-level graduate internship or co-op course
[CPT Credit Hours:](#)
- Students who wish to do CPT full-time must enroll in 3 credits of internship
- Students enrolled in 1, 2 credits of internship will be granted only Part-time CPT

Internship/Job Offer Letter from the company or institution hiring you*

* **Offer letter must reflect start and end dates.** Please note that internship dates must be with the semester start and end date.

- If placed at an internship site by your academic department/internship coordinator, you may bring a letter on department letterhead signed by your internship coordinator specifying the dates and location(s) of your internship.

Additional Documents

- Original VALID passport
- Most Recent I-94

Please contact the ISSS Office to schedule an appointment. If you meet all eligibility requirements and present a complete application packet, the ISSS advisor will issue you a new I-20 reflecting CPT authorization.