

Curricular Practical Training (CPT) Checklist

☐ CPT is work authorization for any semester academic internship, summer academic internship, or clinical internship for credit. CPT is available to international students studying in the US on an F-1 Visa.

☐ Must have a letter of employment to apply for CPT. The letter must contain the:

- Job title
- Exact start and end dates of employment
- Hours worked per week
- Place of employment
- A brief description of job duties
- The position may be paid or unpaid

☐ Apply by filling out the Curricular Practical Training eform in [iStart](#).

☐ Enroll in the corresponding course to obtain necessary credit for CPT authorization.

☐ If you plan to apply for CPT for a summer academic internship you must still enroll in the course. The course will result in an added tuition charge on your student account.

☐ Reach out to the Dickinson Law Office of the Registrar or Internship Director Professor Alison Lintal for more information.

☐ Your request for CPT authorization will be forwarded to the faculty contact for CPT, Professor Alison Lintal. You will be notified if you are approved for CPT and sent a new I-20 via email.

☐ CPT may be applied to a part time or a full time job. More than 20 hours per week is considered full time. CPT authorization may be for up to one year.

☐ You must obtain a United States Social Security Number (SSN) if the job is a paid position. The [process of obtaining a SSN](#) requires an in-person consultation.

☐ Failure to comply with terms set forth by USCIS may jeopardize the status of your visa in the future.

EMPLOYER OFFER LETTER

To:

International Students and Scholars Center (ISSC)
Arizona State University
PO BOX 872812
1151 S. Forest Ave
Tempe, AZ 85287

RE: Internship Offer details for: _____
Student's Last Name Student's First Name

Employer's name: _____
(As it appears on I-9)

Company address*: _____

☐ Work will be performed virtually at a remote location

Job title: _____

Specific job duties:

Exact dates (beginning and ending) of the training period: _____
(from MM/DD/YYYY to MM/DD/YYYY)

Number of hours to be worked per week: _____

Statement: The Company is aware that the work will be training performed in satisfaction of degree requirements for the student's academic program at Arizona State University and that the proposed period of training fulfills the student's academic training requirement and that the training period will not be extended.

Official company representative name (please print): _____

Official company representative signature: _____ Date: _____
(Wet ink signature or official e-signature) (MM/DD/YYYY)

*If the internship is performed at a third-party location, please provide the company's name and physical address.

Name of third-party company: _____

Physical Address: _____

Optional Practical Training (OPT) Checklist

- ☐ Apply up to 90 days before you graduate. Confer with the Office of the Registrar regarding the date of degree conferral.
- ☐ Apply no later than 60 days after graduation. The process takes several weeks so apply as soon as possible.
- ☐ You do not need a job offer to apply for OPT.
- ☐ Apply at [istart](#).
- ☐ The faculty advisor contact for OPT approval is Professor Emily Morris, who serves as Director of International and Non-JD Programs at Penn State Dickinson Law.
- ☐ Once you are approved by Penn State you have 30 days to complete & submit your application to [USCIS](#).
- ☐ There is a fee to submit your OPT application to USCIS.
- ☐ OPT employment must be directly related to your [field of study](#).
- ☐ OPT work authorization is valid for one year. You may choose when your OPT begins, but it must be within 60 days of degree conferral.
- ☐ If you apply for OPT without a job offer and are later extended an offer you must update your application to include the job information.
- ☐ You must be employed within 90 days of the start date of your OPT authorization.
- ☐ Failure to comply with OPT program requirements may result in a loss of [work authorization](#) and is a [deportable offense](#).

Post-completion OPT document checklist



Place this on top of your entire packet

Date: _____

To: USCIS Lockbox Location

Family Name: _____

Given Name: _____

SEVIS Number: _____

Requested: F-1 Permission for Post-Completion OPT (c) (3) (B)

Document checklist of items included in this application

- ☐ Post-Completion OPT Document Checklist
- ☐ Your payment of \$410 by **one** of the following methods:
 - G-1450 form if you will be paying by credit card, **or**
 - a check, cashiers check or money order made payable to "U.S. Department of Homeland Security"
- ☐ G-1145 form
- ☐ Original I-765 form
- ☐ Photocopy of OPT SEVIS I-20, single sided copies (signed by DSO and student)
- ☐ Copy of paper I-94 or electronic record retrieved from i94.cbp.dhs.gov
- ☐ Photocopy of front and back of prior EAD cards (if applicable)
- ☐ Photocopy of prior CPT I-20s (if applicable)
- ☐ Photocopy of passport biographical pages (name/photo/expiration)
- ☐ Two passport style photos (2" x 2")

Completed application must be received by USCIS:

- No later than 60 days after your reported program completion date on your I-20
- No later than 30 days after ISSC signature date on Post-OPT I-20

Failure to meet both requirements may result in USCIS denial of your application.