



Curricular Practical Training (CPT) Checklist:

Please note the following:

- If you are an international student participating in the SULA Semester, you must receive CPT authorization for your internship, even if it is unpaid.
- Before you leave campus, you should attend a Curricular Practical Training Seminar at the Slutzker Center on the 1st and 3rd Wednesday and 2nd Friday of each month at 3:00 p.m.
- Your internship must be directly related to your major field of study indicated on your I-20
- You must be a full time student
 - Fall/Spring – at least 12 credits with no more than three (3) online classes counting toward full time
 - Summer – 6 credits
- CPT is typically part-time, which allows for a maximum of 20 hours per week for all combined work (internship, work-study, etc.)
 - Students may request full time CPT (20+ hours per week) from the SULA Semester Director
 - Full Time CPT will be granted at the discretion of the SULA Semester Director on case by case basis
- **You may not begin your internship until your CPT has been issued and you have it in your possession**
- You are allowed to receive financial compensation for your internship (ie: payment). You must have a SSN to receive payment. Please see application instructions: <https://www.ssa.gov/forms/ss-5.pdf>
- Traditional volunteer work (e.g. at a soup-kitchen, homeless shelter) does not require CPT
- Students must report address changes within 10 days – a verbal notice and/or submitting a postal forwarding address is NOT acceptable.

SU (F-1) Students:

- Go to [MySlice](#) - Sign in using your NetID account
- Click on the address link, under bio/demo
- Choose the address type that you want to update
- Click on 'SAVE' after you finished updating your address. Your address change through MySlice will automatically update your SEVIS address change as well.

SU (J-1) Students:

- Update your address in [MySlice](#)
- Next, submit the form via [this link](#)

How to apply for CPT:

- 1) If you did not attend the in person Curricular Practical Training Seminar at the Slutzker Center you should review the [seminar presentation](#) at home
- 2) Once you receive an offer for an internship, you should request an 'offer letter' from your internship supervisor.
Your offer letter must be on company letterhead, signed, and contain the following:
 - Job title (e.g. intern, trainee)
 - Brief job description
 - Work location address
 - Supervisor's name
 - Job's exact starting and ending dates
 - Number of hours of work per week
 - Any salary agreement(s)

IMPORTANT: The start date on your offer letter must match the start date listed on your CPT paperwork
- 3) Obtain a Recommendation Letter from your academic advisor or departmental chairperson, which indicates that this CPT internship experience is an integral part of your degree program. Please include all information indicated in the [sample letter](#).
- 4) Complete the [Training Data Sheet & Student Responsibility Checklist](#). **This form is fillable; please type responses directly into it.** This will reduce the likelihood that your handwriting will be misunderstood. Read, check, and sign the Student Responsibilities Checklist in the appropriate section.
- 5) In addition to the above documents, you will also need to submit:
 - Proof that you have registered your CPT experience for credit in the semester(s) it will occur. (e.g., registration form, MySlice registration screen)
 - Original passport, visa, I-94 card, all of your original I-20s since entering the US
 - Proof of health insurance. (Health insurance should include Medical Evacuation and Repatriation coverage; if your plan does not include this (e.g., POMCO), you may purchase a supplemental [FrontierMEDEX plan](#) for \$31.20 per year. In general, students are expected to show coverage for one full academic year and renew their policy each year thereafter. A minimum of 6 months of coverage should be presented when applying for CPT.)
- 6) Everything should be submitted to the Slutzker Center in person or via email.
 - In person: Go to the Slutzker Center during PT2 processing times: Mondays from 3-5 p.m. and Thursdays from 10 a.m. - 12p.m.
 - Email: Scan and email all documents to: lescis@syr.edu
in the body of the email include your name, SUID number, and a brief note stating that you are studying in LA and are applying for CPT.
- 7) You are encouraged to pay for [University Express Mail](#), so that you will receive your CPT ASAP. If you have paid for University Express Mail, you should indicate so when you send your documents to the Slutzker Center.

You may not begin your internship until your CPT has been issued and you have it in your possession