

Curricular Practical Training (CPT): Instructions

Please read the CPT information on the website. The processing time for a CPT approval is up to two weeks. Generally, the deadline for a CPT application deadline is on the last day to add classes. Fletcher students please talk to your advisor to confirm registration deadlines.

Make sure you understand all of the requirements of the application, procedures and rules. Students are responsible for following these and maintaining their F-1 status. Failing to comply with F-1 regulations may have negative consequences on your immigration status.

CPT Application Instructions:

Step 1: Discuss the CPT-related course requirements with the academic supervisor of your internship, applied learning experience, or specific training experience.

Step 2: Discuss the CPT opportunity and any administrative requirements with your program or department for their approval.

Step 3: Gather your application materials:

1. Obtain a letter of employment from your prospective internship employer, on company letterhead, with the following:
 - Detailed job description
 - Start and end dates of employment
 - Number of hours per week
 - Salary
 - A statement declaring the employer's support of and cooperation with the student and academic supervisor to fulfill the curricular purposes of the employment/training.

*Note: This letter needs to be reviewed by your CPT Academic Supervisor so that they can be in contact with the employer to determine the viability of this internship for CPT internship credit.

2. Retrieve and save a [a copy of your I-94 record](#).

Step 4: [Complete the Online CPT Application](#).

Step 5: [Complete the Summer CPT Online Registration Form](#) only if:

- You are a student at the School of Arts and Sciences & Engineering and SMFA;
- and will be enrolled in a Summer Session CPT-related course

Additional Instructions for CPT Extension Requests and Repeated Participation

If you are requesting an extension of your current CPT beyond the end date of the semester, please complete the [CPT Extension Form](#). You must explain why you are requesting an extension of the CPT authorization dates and how the extension relates to the academic course. Please submit this form along with an updated letter of employment showing the new employment dates.

Repeat CPT authorizations require a new CPT application. If you are repeating CPT with the same employer, the application must consist of additional academic and training tasks, requirements, and/or objectives.

*Note: Repeated participating rules may vary for students completing required internship fieldwork in certain programs. Please contact your I-Center advisor.

Course Registration Requirement for Fall and Spring Semester:

You must register your CPT course in SIS prior to receiving CPT authorization from the I-Center. If you have any difficulties registering your course on time, please speak to your I-Center advisor for guidance.

Course Registration Requirement for Summer Session (Health Sciences Campus and Vet School Only):

You must register your CPT course in SIS prior to receiving CPT authorization from the I-Center. If you have any difficulties registering your course on time, please speak to your I-Center advisor for guidance.

Course Registration Requirement for Summer Sessions 1 & 2 (A&S, SMFA, & Engineering only)

Students should not register for a Summer CPT session online. To do so, you must complete the Summer CPT Registration Online Form. Once your CPT application has been reviewed and approved by the I-Center, Student Services will be notified and they will add your course in SIS. Students must register before the first day of either first summer session or second summer session, or a late fee will be applied. Please contact Summer Session for registration assistance. They can be reached by email: summer@tufts.edu or phone: 617-627-2000.

Course Registration Requirement for any semester (Fletcher Students only)

Student must register for the IR CPT Curricular Practical Training Course. Reiko Ohmura will register the course after approving your request for CPT.

Revised: 10/2019