

Curricular Practical Training (CPT) Application Process

Step One: Attend an ISSA CPT Info Session or view the CPT Video at issa.nd.edu.

You will need to speak with your academic, thesis, or dissertation advisor about your college's CPT policy.

Step Two: Acquire a written offer of employment from a U.S. employer.

The offer letter must be printed on company letterhead and must include the following:

- Position title
- Position description
- Employment start date and end date
- Full-time or part-time
- Name and complete address of the employer
- Location where employment will take place, if different from corporate headquarters

Step Three: Complete the CPT Application at ISSAlink.nd.edu, found under the F-1 Practical Training menu.

After you submit the form, your academic advisor will receive a link to a recommendation form.

You must register for an academic course that appears in the Notre Dame course catalog and can be taken for at least one academic credit.

Step Four: Pick-up your I-20 with CPT Authorization.

You will be notified when the new Form I-20 with CPT Authorization has been issued. If you do not receive an email confirming it is ready, confirm that your academic advisor completed their form and contact ISSA.

Step Five: Present your I-20 with CPT Authorization to your employer.

You are not authorized to work until you've reached the CPT start date listed on your I-20. Contact ISSA if you finish your CPT employment early or need an extension.

Revised 06/2019