



Division of  
Student Affairs  
**International  
Student  
Services**

Fillable forms require Adobe Acrobat or Acrobat Reader/Acrobat DC. Many browsers use a different PDF viewer by default that doesn't support fillable form fields.  
Please save it to your desktop and send it as an email attachment (with the items listed in the Instructions) to [iss@rit.edu](mailto:iss@rit.edu).  
You may also print, fill, and scan the form to [iss@rit.edu](mailto:iss@rit.edu).

## F-1 Curricular Practical Training Request Form

Name:

Today's Date:

University ID:

Email:

Name of Employer:

Employer's Street Address:

City:

State:

Zip Code:

Start date of Internship/Co-op:

End date:

The position is:      Full-time (More than 20 hours per week)  
                                 Part-time (20 hours or less per week)

I have registered this Internship/Co-op on the RIT Office of Career Services and Cooperative Education website. Yes      No      If not, please go to <https://www.rit.edu/emcs/oce/>

### Instructions

Upon completion of this form, please save it as a PDF and email it to [iss@rit.edu](mailto:iss@rit.edu). Please attach the following to the email before sending it:

1. Screen shot of your enrollment in SIS for this internship/co-op. The enrollment must be for the term(s) in which you are requesting Curricular Practical Training.
2. Copy of your employment offer letter. Please note that the offer letter should specify the start and end dates of the employment.

### Notes

- We are unable to process CPT requests without your proof of registration and job offer.
- Please note: It is the student's responsibility to monitor the amount of full-time CPT that is used. If you go over 364 days of full-time CPT authorization, you will not be able to apply for OPT.
- An ISS advisor will email your new I-20 when it is available.