



Division of
Student Affairs
**International
Student
Services**

If you have difficulty emailing this form by clicking the "Email" button below please save it to your desktop and send it as an email attachment (with the items listed in the Instructions) to iss@rit.edu. You may also print, fill, and scan the form to iss@rit.edu. *You will not be able to email this form with Google Chrome. Please use a different browser.*

F-1 Curricular Practical Training Request Form

Name:

Today's Date:

University ID:

Email:

Name of Employer:

Street Address:

City:

State:

Zip Code:

Start date of Internship/Co-op:

End date:

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 click on the "Email" button below. This action will open up an email to iss@rit.edu. Please attach the following to the email before sending it:

1. Screen shot of your **registration in SIS** for this internship/co-op. The registration must be for the term(s) in which you are requesting Curricular Practical Training. *Do not submit your Co-op and Career Services co-op notification form.*
2. Copy of your **employment offer letter**.

Notes

- We are unable to process CPT requests without your proof of SIS co-op registration and job offer.
- Please allow 1 week for processing.
- An ISS advisor will email you the CPT I-20 when it is ready.