

## F-1 Curricular Practical Training Request Form

*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. 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 [isscpt@rit.edu](mailto:isscpt@rit.edu). You may also print, fill, and scan the form to [isscpt@rit.edu](mailto:isscpt@rit.edu)*

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 (21 hours or more 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/oc/>

### Instructions

Upon completion of this form please click on the "Email" button below. This action will open up an email to [isscpt@rit.edu](mailto:isscpt@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.
2. Copy of your employment offer letter. Please note that the offer letter should specify the start and end dates of the employment. As CPT is to be used for employment that is part of your studies, you should not submit a job offer for permanent employment.

### Notes

- We are unable to process CPT requests without your proof of registration and job offer.
- Your new I-20 will be available in two to three business days after submission of this form and required documents.
- You will receive an email when your when your new I-20 is available.