



## CPT Authorization Steps

Jonsson Career Services

Erik Jonsson School of Engineering and Computer Science

Upon receiving an offer letter for a **Cooperative Education or Internship** assignment, **complete the following steps** in order to begin your Curricular Practical Training authorization request. **International students may NOT work as Independent Contractors.**

**Offer letter on the company's letterhead must contain following info:**

- . Position is a Co-op or Internship
  - . The company's Employer Identification Number (EIN)
  - . Physical (street) address of the work location
  - . Detailed position description (position must be related to the current degree and major of the student)
  - . Name and telephone number of the student's supervisor or department manager
  - . Number of hours per week the student will be working
  - . Wages per hour (wages must be processed on company payroll and receive a W2)
  - . Start Date and End Date
1. **Bring your offer letter to the JCS Office in ECSS 2.502 or email the letter to your internship coordinator.** If all UTD and USCIS eligibility requirements have been met, and you have completed a JCSCPT Orientation, you will be given a CPT Assignment Acceptance Form, a Request for CPT Authorization Form, and a Registration/Add/Drop Form to complete.
  2. **JCS staff will register you for the appropriate ECSC Course before forwarding the CPT Approval/I-20 Request to ISSO. Your I-20 cannot be processed if you are not registered for the assigned course.**
  3. ISSO advisors will process your I-20 CPT approval upon receiving the CPT Approval/I-20 Request. It typically takes 2-3 business days for ISSO to update your I-20.
  4. **Make sure you receive the updated I-20 authorization from ISSO. You may not begin work until you have your I-20 in your possession, authorizing you to work for a specific company for a specified period of time. You may not continue to work beyond the end date authorized on your I-20. Part-time work authorization means you may work no more than 20 hours per week.**
    - If you do not yet have a Social Security Number, you can apply for one at a Social Security Administration office after you receive your CPT I-20, but no sooner than 30 days before your internship start date. You can find more information about the process here: [https://www.utdallas.edu/ic/files/SSN\\_2019.pdf](https://www.utdallas.edu/ic/files/SSN_2019.pdf)
  5. **Complete the ECSC course requirements by the due date.** If you withdraw from the CPT course, you will no longer be authorized to work and you will be in violation of your F-1 status. If you fail a CPT course, you will no longer be eligible for CPT.
  6. **These steps must be repeated each and every semester before you commence the next semester's CPT assignment, as USCIS requires that CPT work authorization be issued one semester at a time.**

**PLEASE NOTE:** Once you accept an employer's offer, you have made a commitment to that employer, and JCS staff will not change your paperwork so that you may work for another company.

Updated August 2020