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 JCS CPT 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

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