F-1 students applying for Curricular Practical Training are required to attend a CPT Information Session presented by Notre Dame International Student and Scholar Affairs (ISSA) during the current academic year. Students who are unable to attend a mandatory session must contact ISSA to schedule an individual session. Applications for CPT will not be processed until this requirement has been met.

**Application Materials**

The following materials must be submitted to ISSA:

- **CPT Application**
  - Go to [https://issalink.nd.edu](https://issalink.nd.edu); Click on the blue login button; sign in with your ND NetID and password; on the next screen, click on “F-1 Practical Training” in the left column; then in the drop-down list, select “Curricular Practical Training Application.”

- **Academic Advisor Recommendation for CPT**
  - You will be asked on the CPT Application to submit the name and email address for your Academic Advisor. They will be sent an automatic request by ISSA for a CPT recommendation once you hit submit on the CPT Application.

- **Employment offer letter** from the prospective U.S. employer on company/employer letterhead that includes the following elements:
  - Position title
  - Position description
  - Proposed beginning and ending dates of the employment
  - Name and complete address of the employer
  - Location where employment will take place, if different from employer’s main address

- **Completed Agreement for CPT Applicants Unable to Attend Required Information Session form**
  - Required only for the following students:
    - ACE Program
    - Students who are not on campus or are otherwise unable to attend a required CPT Information Session.

**Application Procedures**

- **Attend a CPT Information Session**
- **Complete the CPT Application at ISSAlink.nd.edu.**

1. **Follow-up to ensure that your Advisor, DGS or Dean has submitted the CPT Advisor Recommendation Form.** Review the position with the appropriate faculty member. Meet with your academic advisor, director of graduate studies or academic dean. During this appointment the faculty member will evaluate the proposed employment experience. **Undergraduates in the College of Science or Engineering:** CPT is not available. Please see an immigration advisor for alternatives.

- **Submit a written offer of employment from a U.S. employer:** The offer letter must be printed on company letterhead and must provide a detailed description of the duties, location and dates of the proposed employment for Practical Training. Attach a scanned version of the letter to the CPT online Application by using the “Upload” button.

- **Register for an academic course** at Notre Dame that corresponds to the CPT for which you are applying. The course must appear in the course catalog and must be taken for at least one academic credit during the semester in which CPT is authorized. Applications for CPT will not be processed until ISSA verifies registration for a corresponding academic course.
Upon receiving all materials, ISSA will verify the ND course registration, and then submit the CPT request to the SEVIS system. This will generate a new I-20 form, which will contain the CPT dates and employment information provided in the application. The student will then be notified by ISSA when the new I-20 form is available. This generally takes place 1-2 business days after the CPT application has been submitted. The new I-20 serves as evidence of employment authorization.

Students applying for CPT from an off-campus location or from outside the United States should contact the ISSA advisor handling the application for special instructions.

Revised 8/27/2015