



Application and Authorization Procedures for Curricular Practical Training

Step 1

Obtain an offer for off-campus employment or practical training for a position that is directly related to your field of study.

Step 2

Request a completed [Curricular Practical Training \(CPT\) Agreement](#) form from your employer.

Step 3

Complete the mandatory Curricular Practical Training (CPT) online module at www.miami.edu/cpt.

Step 4.

Determine how you will satisfy curricular requirements for CPT authorization. Review the two options below carefully to ensure you complete the appropriate *CPT Authorization Request* form.

- If your academic program requires an internship (and is outlined in the UM academic bulletin), or if you will earn credit toward degree requirements, follow instructions below for **Required/For Academic Credit Internship Instructions**. (Page 3)
- If your academic program does NOT require an internship or if you will NOT earn credit toward your degree for the experience, you may enroll in a UM Internship credit by participating in the [Toppel Internship Program \(TIP\)](#). Follow **Optional – UM Internship Credit through Toppel Internship Program instructions**. (Page 2)

Optional – UM Internship Credit through *Toppel Internship Program* instructions:

1. Sign up for the [Toppel Internship Program \(TIP\)](#). Complete the [Learning Contract](#) so that Toppel can enroll you in the appropriate UM Internship (UMI) course, if eligible. Please remember that if your internship will be over the course of multiple semesters, you must submit a new learning contract and obtain CPT Authorization for each semester, Summer or Winter session.
2. Submit your request for CPT authorization from ISSS: Click on [CPT Authorization Request - UM Internship Credit \(Toppel Internship Program\)](#), carefully review and complete Sections A through E, and submit the request so it gets routed to the Toppel Career Center and your academic advisor.
3. The Toppel Career Center will review your *CPT Authorization Request* and will confirm receipt of the Learning Contract and enrollment in the UM Internship (UMI) Course.
4. Your academic advisor will receive a notification e-mail and will be asked to complete their section of the e-form and to submit it.
5. Now that all signers have completed their sections, your ISSS advisor will review the request and, if eligible, authorize you to engage in CPT and e-mail you an updated Form I-20 within 5 business days. The CPT authorization is noted on page 2 of the I-20.

Note: You will receive automated updates about the status of your e-form. Please follow up with any of the signers, if necessary. Keep in mind that you may not begin employment before you have received your new Form I-20 and until the CPT start date, and you must end employment on the date noted.

Required/For academic credit Internship Instructions:

1. Determine if your practical training is (a) a requirement for your degree program, or (b) for academic credit.
 - a) Review specifics of your program requirements in the [UM Academic Bulletin](#). Enroll in an internship or practicum course if course enrollment is the requirement, and review the [UM Academic Calendar](#), as the term of enrollment will indicate the maximum duration of your CPT Authorization, unless stated otherwise.
 - b) Enroll in the internship or practicum course and review the [UM Academic Calendar](#), as the term of enrollment will indicate the maximum duration of your CPT Authorization, unless stated otherwise in the [UM Academic Bulletin](#).
2. Submit your request for CPT authorization from ISSS: Click on [CPT Request – Program Requirement or Academic Credit](#), carefully review and complete Sections A through E, and submit the request so it gets routed to the additional signers.
3. The academic department representative overseeing curricular objectives and then your academic advisor will receive a notification e-mail and will each be asked to complete their sections of the e-form and to submit it. They will be required to upload the [Curricular Practical Training \(CPT\) Agreement](#) form completed by your employer.
4. Now that all signers have completed their sections, your ISSS advisor will review the request and, if eligible, authorize you to engage in CPT and e-mail you an updated Form I-20 within 5 business days. The CPT authorization is noted on page 2 of the I-20.

Note: You will receive automated updates about the status of your e-form. Please follow up with any of the signers, if necessary. Keep in mind that you may not begin employment before you have received your new Form I-20 and until the CPT start date, and you must end employment on the date noted.

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