Application and Authorization Procedures for Curricular Practical Training (CPT)

Note: All applicants must complete the online ISSS Employment Session (www.miami.edu/employmentsession) prior to submitting application and supporting documents.

For Credit Option Instructions:

Step 1
The CPT request form must be initiated by the Toppel Career Center if your internship is for-credit and not required for your degree program. Click here to enroll in the Toppel Internship Program - Orientation (CPT). Law/Medical/MBA students applying for CPT should contact Anna Kenney at toppel-internships@miami.edu to gain access to the orientation session. Click here for more information on the Toppel Internship Program.

Step 2
Once you complete the Learning Contract at the end of the session, Toppel will complete Section 1 of the online CPT Request form and request CPT approval from your academic advisor. IMPORTANT: Students should not complete Section 1 or 2 of the form. It is your responsibility to follow up with your academic advisor if he/she does not sign the form.

Step 3
Once your academic advisor completes Section 2 of the form, you will receive an email notification prompting you to login and complete Section 3 of the form by uploading a job description and your most recent Form I-94. Make sure you are checking your University of Miami email.

Step 4
If your application is complete and you are eligible for CPT, your ISSS advisor will authorize you to engage in CPT and prepare a new I-20 for you. CPT authorization is noted on page 2 of the I-20. Allow 7 business days for ISSS to process your new I-20.

Required Internship Instructions:

Step 1
The CPT request form must be initiated by you academic advisor if your internship is required for your degree program. If your internship is required for your degree program, you will need to request your academic advisor to complete Sections 1 and Section 2 of the online CPT Request Form. IMPORTANT: Students should not complete Section 1 or 2 of the form.

Step 2
Once your academic advisor completes Sections 1 and 2 of the form, you will receive an email notification prompting you to login and complete Section 3 of the form by uploading a job description and your most recent Form I-94. It is your responsibility to follow up with your academic advisor if he/she does not sign the form.

**Step 3**
If your application is complete and you are eligible for CPT, your ISSS advisor will authorize you to engage in CPT and prepare a new I-20 for you. CPT authorization is noted on page 2 of the I-20. Allow 7 business days for ISSS to process your new I-20. **Make sure you are checking your University of Miami email.**

Note: You may not begin employment before you have authorization, and you must end employment on the date noted. To begin early or continue past the ending date constitutes illegal employment.