



Application and Authorization Procedures for Curricular Practical Training

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

For Credit Option Instructions:

Step 1

If your internship is for-credit and not required for your degree program, the CPT request form must be initiated by the Toppel Career Center. You will need to have an internship offer in order to register your experience and participate in the [Toppel Internship Program \(TIP\)](#). To register your experience, please complete the [Learning Contract](#). If your internship will be over the course of multiple semesters, you must submit a new learning contract for **each semester or Summer session**.

Step 2

Once you complete the Learning Contract, Toppel will complete Section 1 of the online CPT Request form and request CPT approval from your academic advisor.

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](#).

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/For academic credit Internship Instructions:

Step 1

The CPT request form must be initiated by the academic department if your internship is required for your degree program or if you are receiving academic credit. Please request that Section 1 of the [online CPT Request Form](#) be completed by the person in the academic department supervising the internship.

Step 2

Once the academic department has initiated the CPT Request Form, your academic advisor will complete Section 2 of the online CPT Request form. **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

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](#).

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.

Authorization for CPT is granted by ISSS and noted on page three of the SEVIS Form I-20.

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.