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
If your internship is for credit and not required for your degree program, you must first complete 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.

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 Internship Instructions:

Step 1
If your internship is required for your degree program, your program or academic advisor will need to complete Sections 1 and Section 2 of the online CPT Request Form. Please use the CPT Request Form for Required Internships link available on the ISSS website.

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.

**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.

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.