

CPT Application Checklist

updated: 11.11.19

ISAP will not be able to process your CPT application until all items on this checklist are submitted together.

- CPT Application completed by you and your academic advisor.
- Employer letter, printed on official letterhead that meets all the employment letter requirements.
- Passport photo showing validity 6 months minimum into the future.
- Photocopy of recent I-94 arrival record. If you don't have it, you can print it out free from: www.i94.cbp.dhs.gov
- Proof you are registered for the appropriate CPT course(s). Consult with your academic advisor for verification of this step.

Be Aware:

- 1. As your CPT applications is reviewed you may receive an email from ISAP for additional info, so check your email regularly.*
- 2. Complete applications require 3-5 business days for processing. Requests for additional documentation will delay processing.*
- 3. You will receive an email notification from ISAP to pick up the processed CPT application when complete. They must be picked up in person.*