



Who should complete this application?

All eligible F-1 Students who intend to participate in Curricular Practical Training (CPT).

Is there anything I should know before completing this application?

- The student CANNOT engage in CPT until s/he receives written authorization from the ISSI, and may work only within the dates specified on the new I-20 that s/he will be issued. Working without first obtaining authorization from the ISSI or working outside the dates authorized by the ISSI is a serious violation that could result in SEVIS termination.
- If not pursuing a co-op, the course that requires CPT must also be a requirement of your academic program.
- Any additional training dates or orientation days must be authorized in advance.
- F-1 Students who engage in more than 364 days of full-time CPT authorization per degree level will lose their OPT eligibility. It is the responsibility of the student to track their CPT usage.

How do I complete and submit this application?

Print out the Curricular Practical Training (CPT) Authorization Form and have the second page completed by your designated advisor (co-op advisor for co-op requests and academic advisor for all others). Once this form is completed and signed, you must log into the myISSI e-form, upload the completed CPT Authorization Request Form, along with other applicable documents, and submit the e-form.

The e-form can be found at:

- Boston Students:
<https://myissi.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormF1CPTandJ1ATRequest0ServiceProvider>
- Seattle Students:
<https://myissi.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormF1CPTandJ1ATRequest1ServiceProvider>

What other documents will I need to submit?

- Copy of biographical page of valid passport
- Copy of I-94 that indicates "Class of Admission" as "F-1" and "Admit Until Date" as "D/S"
- **PROGRAM EXTENSION** – If your requested CPT dates go beyond the program end date on the first page of your I-20, you MUST submit a program extension before submitting a CPT request. **All CPT requests that go beyond the program end date without an extension request will be automatically denied.**
- Other documents as prompted on e-form

How do I know that I am authorized?

Students will receive an email from the ISSI when his/her new I-20 is ready for pick up. The processing time is 10 business days.

- You MUST pick up your documents from the ISSI prior to your start date.
- You can only work within the CPT dates on the I-20.
- Please remember to always keep all previous I-20s.

IMPORTANT: Incomplete or inaccurate requests will be denied and need to be resubmitted. Please ensure accuracy.

IMPORTANT: It is the policy of Northeastern that a graduate student is not eligible to apply for CPT if he/she currently holds or is in the process of obtaining a Graduate Assistantship during the same time period of the requested CPT.



The student below wishes to apply for Curricular Practical Training (CPT). CPT authorization allows the student to engage in practical training, paid or unpaid, that is an integral part of an established curriculum and is directly related to the major area of study. The goal of CPT must be to advance the student in his/her academic program in a definable way.

NOTE: Employment for the sole purpose of earning money or to gain experience is not an appropriate use of CPT.

Please complete the following information to help us determine whether the proposed activity meets the U.S. Department of Homeland Security requirements for CPT authorization.

Student Information	
Name: Parima Gavaskar	NUID: 001665107
Major: Information Systems	Degree Level: <input type="checkbox"/> Bachelor's <input checked="" type="checkbox"/> Masters <input type="checkbox"/> Doctorate
The student has completed one academic year: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No* *If the student has not completed one academic year the request will be denied. Exceptions will ONLY be made for graduate programs that have previously been approved by ISSI.	
Advisor Information	
Name: Jack Fitzmaurice	Email: j.fitzmaurice@neu.edu
Extension: 6173734418	College: College Of Engineering
Employer Information	
Primary Employer Information (Who will be paying the student. This will be the information on the I-20):	
Name: Analogic Corporation	
Address Line 1: 8 Centennial Dr	City: Peabody
Address Line 2: _____	State: MA Zip: 01960
Secondary Employer Information (Where the student will be physically working. Only required if this differs from the primary employer):	
Name: _____	
Address Line 1: _____	City: _____
Address Line 2: _____	State: _____ Zip: _____
Supervisor Name: Chris Riley	Supervisor E-mail: _____
Requested CPT Start Date (mm/dd/yyyy): 05//09/2016	Requested CPT End Date (mm/dd/yyyy): 12/30/2016
Please list any additional training/orientation dates (if applicable):	
<input type="checkbox"/> Part-time (20 hours per week or less) <input checked="" type="checkbox"/> Full-time (More than 20 hours per week)	
Is the student currently registered in Placepro or Banner for all applicable terms? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
*If the student is not currently registered in Banner or Placepro, their request will be denied. Registration must be complete before request can be submitted.	
Please provide the name and code of the course that requires the student to engage in CPT:	
If the course listed below is not a co-op course, I certify by checking this box that the course is a requirement of the student's academic program: <input checked="" type="checkbox"/>	
Course Name: Co-op Work Experience	Course Code: INFO 6964
Advisor Authorization	
As the student's advisor, I hereby certify that I understand the eligibility requirements for CPT as outlined above; I have reviewed the job offer letter and consider the above practical training to be an integral part of the student's curriculum; to the best of my knowledge all of the above information is accurate.	
Advisor Signature: _____	Date: _____
Dean/SEVIS Contact Signature*: _____	Date: _____
*Required for BCHS, CAMD, graduate COS, and Doctorate COE students only	