**CPT Processing - ASU**

**This is for CIDSE (I belong to MCS program).**

Before going to the academic advisor, you must visit below websites and understand the process.

CPT ISSC:

<https://issc.asu.edu/employment/students-fj/f-1-cpt>

­CPT CIDSE:

<https://cidse.engineering.asu.edu/forstudent/graduate/gradforms/f-1-curricular-practical-training-cpt-instructions/>

The employer should have a valid Student Placement Agreement (SPA) with ASU. Else the employer will have to fill up a [student placement agreement](https://career.engineering.asu.edu/got-internship-need-a-student-placement-agreement/) and send it to [engineering.careers@asu.edu](mailto:engineering.careers@asu.edu).

**Document to be submitted at CIDSE (to Academic Advisor):**

First submit the below documents to the academic advisor and then collect the ­­­academic advising letter to be submitted at ISSC. The entire process may take two weeks from the date you have submitted all your documents.

* CPT Request Form (Available on CPT CIDSE page).
* CPT Student Check List (Available on CPT CIDSE page or google CPT Student checklist ASU).
* Offer Letter (the date of joining in the offer letter should be at least two week from the date you received the offer letter. In case you are not able to join within the mention date you may have to get another offer letter).
* Job Description.
* CPT Employer Letter in Downloaded Format (PDF or DOC - Available on CPT CIDSE page).
* Job Posting (From the job portal where you applied)

You will get the CIDSE Documents at [CIDSE CPT website](https://cidse.engineering.asu.edu/forstudent/graduate/gradforms/f-1-curricular-practical-training-cpt-instructions/) under “**STEP THREE:** **CIDSE will assist you with three items:”**

P.S- Fill up the [ASU proxy form](https://students.asu.edu/forms/Proxy) if someone else has to pick up the document on your behalf.

**Document to be submitted at ISSC:**

* CPT Academic Advisor Departmental Letter.
* CPT Employer Letter in Downloaded Format.
* IPOS Approved (print out of iPOS approval page).
* Most recent I-94.
* Pass Port Copy.

Usually ISSC processes it faster. ISSC sends an undertaking link in the email if someone else has to pick up the document on your behalf.

*Note- I have created this document to keep entire CPT application process into one page. I feel this will provide a clear idea and help students in their CPT application. Please let me know in case you find anything not up to date.*

*Subhadarshi samal(*[ssamal1@asu.edu](mailto:ssamal1@asu.edu)*) Date- 8/8/2017*