



## Graduate Student Application for Curricular Practical Training (CPT)

Graduate students who meet the USCIS eligibility criteria may apply for academic credit for the purposes of F-1 curricular practical training (CPT). (**USCIS eligibility criteria:** In order to be eligible for CPT, you must have already completed **one** academic year (September to May) of course work full-time at Penn in the US, but have not completed your degree requirements. If you have any questions regarding the CPT immigration status requirement, please meet with your ISSS advisor.) It is the student's responsibility to know the rules and procedures for CPT. This information is available [here](#).

Instructions: please complete this form with your proposal and offer letter attached as one single pdf file; this form must be first. Please send it to your CPT supervisor, your Graduate Group Chair/Program Director (if different from the supervisor), and program administrator for signatures and processing. Your program admin will send to OAS. **The full review process once arriving at OAS can take up to two weeks time between OAS and ISSS for review and approvals. Please plan accordingly as a student cannot work until they receive authorization.**

CPT term to be registered in:  Fall  Spring  Summer Year: 20\_\_\_\_\_

CPT Type:  Part-time  Full-time

Student Name: \_\_\_\_\_

Term Degree Expected: \_\_\_\_\_ (ie: Spring 2026)

Date: \_\_\_\_\_ (mm/dd/yyyy)

Email: \_\_\_\_\_

Penn ID: \_\_\_\_\_

Program Name: \_\_\_\_\_

Master's      PhD

Faculty Advisor Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ (By signing this, I agree that I have read and understand the Engineering policies and ISSS policies of CPT. All information and documentation is accurate.)

### Program/Department Approvals

CPT Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate Chair/Program Director's signature \_\_\_\_\_ Date: \_\_\_\_\_

Once all signatures are completed above, your program administrator/academic advisor will send the pdf file to the Graduate Office of Academic Services (OAS) for review/processing. OAS will review the full documents and if everything is correct, you will be registered for CPT under either EAS 8970 Masters or EAS 8980 PhD. You will receive an email notification once completed with instructions for the final steps, including the CPT request through iPenn. Again, students cannot work until they receive ISSS authorization.

Master's student continuing on in [Fall for Academic Field Studies \(AFS\)](#) for a six month internship can complete AFS documentation starting July 1.

Failure to follow the [steps in order](#), or if [required documentation is missing](#), will result in delays or possible rejection of the CPT.