



Undergraduate Student Application for Curricular Practical Training (CPT)

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.

Instructions: Download and open this form in your pdf reader to access the fillable fields. *Handwritten or printed and scanned forms will not be accepted.*

Please complete this form with your project proposal and offer letter attached as one single pdf file; this form must be first. Please send it to your CPT advisor for signature. Once signed and complete, the student will need to upload all documents (**step 4**) for OAS for review/processing.

CPT term to be registered in: Fall Spring Summer Year: 20_____ (only one term per form)
CPT Type: Part-time Full-time

Student Name: _____

Term Degree Expected: _____ (ie: Spring 2026)

Date: _____ (mm/dd/yyyy)

Email: _____

Penn ID: _____

Major(s): _____

Faculty Advisor Name: _____

Project title:

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.)

CPT Advisor Name: _____ Date: _____

Advisor's signature: _____ Email: _____

Upon submission (**step 4**), OAS will review the full documents and if everything is correct, you will be registered for CPT under EAS 0099. You will receive an email notification once completed with instructions for the final steps, including the CPT request through iPenn.

Please note: 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.

Failure to follow the **steps in order**, or if **required documentation is missing**, will result in delays or possible rejection of the CPT.