CPT Application Checklist

1. After receiving the job/internship offer, visit the ISSO e-forms page at: https://www.umb.edu/academics/global/isss/forms

2. Complete the application for CPT by filling the form, and uploading CPT documents

3. The Academic Advisor written on the e-form will receive the application first and must approve it *before* the application reaches the ISSO.

4. Once the Academic Advisor approves the CPT, the ISSO will review and approve (if appropriate) the CPT application.

5. A new Form I-20 will be printed with CPT authorization on page 2 of the form. You will receive a pick-up message via email (most likely your umb-email address once the form is ready for pick-up). **Make sure to sign the new i20 in order for it to be valid!**

6. A student may not begin employment until they have received the new CPT I-20 from the ISSO

* IMPORTANT: Allow time for the application process. Gathering documents and receiving the approval from both your advisor and the ISSO can be a time-consuming activity. The processing of forms can take up to 10 business days.