In this video, we’ll explain what to expect after you submit a CPT request, and next steps needed after CPT approval.

After viewing this video, you will be able to monitor progress of your submitted CPT request form, apply for a Social Security Number, and submit requests related to your existing CPT authorization or a new authorization.

After you submit a CPT request, we recommend that you monitor request status through your MyISSS account. You can see each of the status possibilities explained on this slide. Your application will be in Approver Review status until it is completed by your Department Advisor.  

ISS only receives your request after it is completed by your Academic Department. Our processing times begin on the date your Department Advisor completes the form, and your request changes to submitted status.

Please remember that you can only begin a position once your request is completed, and you have a new I-20 with CPT authorization from ISS. The I-20 with CPT authorization will include your employer name and the start and end dates of your position on page two. The image on this slide is an example of a CPT I-20. This particular student had part-time CPT for a position at Google from June 13th to August 26th, 2022.

With approval, ISS will issue you an I-20 with CPT authorization, which you will find in your MyISSS account. You’ll also receive a notification email when your I-20 is ready. The I-20 will be in the form of a PDF with electronic signatures. When you download your I-20, check your employer name and the start and end dates of your CPT on page two. Note that the I-20 also includes a new travel signature on the second page.

Before you begin your position, you’ll need to print the document, sign it on page one, and present the I-20 to your employer for work authorization.

After approval, it’s important that you maintain F-1 status by remaining enrolled. You also need to remain registered for CPT credit. As the name indicates, CPT is curricular. It allows F-1 student to practice the knowledge and skills of your degree field. CPT credit is important because it demonstrates the link between your field of study and an off-campus position. Please keep in mind that CPT credit compliance may be reviewed by Immigration Officers in the future, when you renew your visa or apply for a change of status.

With CPT approval, you qualify for a social security number, or SSN. If you do not yet have a Social Security Number, use your CPT I-20 to apply. You can apply as early as 30 days before your CPT start date.

An SSN is not required to begin in a position, but it is important that you apply as soon as possible. An SSN is needed to receive payment from your employer, and to file taxes in the United States.

For detailed SSN application instructions, please follow the steps explained on the ISS website.

We recognize that you may need to make changes to your CPT. Because CPT is specific to an employer and a period of time, please make sure that you report any changes to ISS. Submit a CPT Update Request form in MyISSS if you end your CPT position early and need the CPT authorization shortened. Please note we can only make this change in your SEVIS record before your original CPT end date.    
   
You can also request to cancel a CPT, if you will not be training or working in the position at all. A full cancellation is only possible in your SEVIS record before the original CPT start date. Using the CPT Update Request form, you can also report a change in CPT course credit. Department Advisor support is needed through the request form for each of these changes.

Please submit a new CPT request form if you wish to apply for a CPT extension, or to continue into a future quarter. You’ll also need to submit another full request for a change of employer, or to change between part-time and full-time authorization. As a reminder, Department Advisor support is needed for each CPT request form you submit.

A new I-20 with authorization must be issued before a CPT extension or a change in employer is allowed.

This concludes our CPT video series. Thanks for watching!