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.