

## **CURRICULAR PRACTICAL TRAINING (CPT) AUTHORIZATION CHECK LIST**

- Receive the offer/placement -
  - The Letter from the off-campus organization offering you the position **MUST** include the following information:
    - Start and end date.
    - How many hours you will work per week.
    - A description of duties in sufficient detail, to clearly show them as appropriate for the requirements of your placement.
    - Location where opportunity will take place; organization address.
  
- Get the 'Faculty Recommendation Form for Curricular Practical Training' signed by your Academic Adviser.
  - You must get this signed **EVERY** semester/session you participate in the internship.
  
- Register for the course listed on the Faculty Recommendation Form.
  
- SUNY New Paltz tuition processed & paid.
  
- Submit the signed Faculty Recommendation Form and offer letter to International Student Programs.
  
- Get your I-20 with the CPT Authorization from International Student Programs -
  - **You must receive the authorized CPT I-20 BEFORE you begin your placement EVERY semester/session**

NOTE: CPT applications will not be accepted after the add/drop period ends each semester. See the [Academic Calendar](#)