HOW TO APPLY FOR CURRICULUM PRACTICAL TRAINING (CPT)
SEAS Graduate Students

Read the CPT Guidelines from the International Services Office for complete details: internationalservices.gwu.edu

RECEIVE JOB/INTERNSHIP OFFER
Go to careers.seas.gwu.edu or gwu.joinhandshake.com for resources, job postings, and to schedule an appointment with a career counselor.

SUBMIT DOCUMENTS TO ISO GATEWAY
Digital copies of documents should be uploaded to the ISO Gateway: isogateway.gwu.edu.

1 Proposal Letter
   Write a letter describing the job and how it relates to your academic program.

2 Certification Letter
   Go to graduate.seas.gwu.edu/request-opt-cpt-letters for instructions. Email seasgrad@gwu.edu with questions.

3 Passport Pages
   Biographic (identification) page, expiration date page, and US visa page.

4 Offer Letter
   On company letterhead that includes a description of duties, hours, start/end dates.

5 Proof of Enrollment (Praxis)
   Go to careers.seas.gwu.edu/gwu-seas-praxis for instructions. Email gwseaspraxis@gwu.edu with questions.

6 I-94
   Your most recent I-94. Go to i94.cbp.dhs.gov for details.

ISO ADVISOR REVIEWS DOCUMENTS
CPT approvals can take up to 10 business days. Please allow adequate time to process your application.

RECEIVE UPDATED I-20 AND BEGIN WORKING
You can only begin working once you have received approval and an updated I-20. It is a violation of the F-1 student visa to begin working without approval.