

CPT Application Form

Login under Current Students [here](#). You will login with their Trine credentials.

Current Students

For full access to your international services account, please log in.

Login

A Trine University Account and password are required.

Don't Have a Trine University Account?

New students and Trine alumni on OPT can log in with their University ID number, PIN, and date of birth.

[New Student/Alumni Login](#)

Once you are logged in, you can navigate to the menu labeled “Curricular Practical Training” on the left.

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Curricular Practical
Training (CPT)

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Once you do this, a new page will open “Curricular Practical Training (CPT)”. Please use the “CPT Authorization Request.”

Curricular Practical Training (CPT)

Please visit the [CPT webpage](#) before applying. You will be required to upload a job letter and provide a job description.

Request a CPT authorization or End current CPT. If you are new to Trine and do not yet have your Trine I-20, your CPT request will be reviewed after your initial I-20 is issued.

To extend current CPT with the same employer select CPT Authorization Request.

Select CPT Update Employment End Date if you are ending your CPT with the authorized employer before the CPT end date on your I-20.

Tasks



CPT Authorization Request



CPT Update Employment End Date

Four E-forms will show and you will have to fill out each one of them.

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CPT Authorization Request - US Address

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() Information Required*

1. Please fill out your U.S. address for SEVIS if you are a new student or changed your U.S. address.

Click this [Change of Personal Information](#) link to update your U.S. address in SEVIS.

US Residential Address

Street Line 1*

One University Ave

Street Line 2

City*

Angola

State*

Indiana

Zip/Postal Code*

46703

I certify that the above information is accurate *

Submit

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CPT Authorization Request - Employment Information

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(*) *Information Required*

For more information about CPT, please visit the CPT [webpage](#).

Student Information

Are you a current Trine student?*

Yes No

If you are currently employed, are you changing your employer? Please select no if you are not currently employed.*

Yes No

Which type of CPT are you requesting?*

CPT Extension Initial CPT

Employment Information

Official Employer/Company Name*

Trine University

Job Title*

COUNSELOR

Employer Identification Number (EIN)*

999999999

Will this be a full time (more than 20 hours per week) or a part time (20 hours or less per week) employment?*

Full Time Part Time

CPT start date can't be backdated; the earliest CPT start date is Orientation date (please check our [orientation webpage](#)).

Employment Start Date*

End date: CPT authorization cannot be issued for more than a year.

Employment End Date*

Employer Address

Street Line 1*

Street Line 2

City*

State*

Postal/Zip Code*

Will you be working at a different address other than the one listed above?*

 Yes No I certify that the above information is accurate *

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CPT Authorization Request - Employment Documentation

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() Information Required*

Please use this form to upload the documentation that you have for your CPT request.

Does your job offer letter include a job description?*

Yes

No

Please attach the detailed job offer with the job description. *

Select File

Summary.pdf

Please add any additional documents here.

Select File

I certify that these documents are... *

Submit

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CPT Authorization Request - Submission

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(*) *Information Required*

Please review [this pdf](#) before submitting this form. By submitting my electronic signature below, I certify that I agree with the following statements.

- I am the person who completed the CPT Application. *

- I will request an extension of my current CPT or submit a new CPT request if I need additional work authorization. *

- I understand I must update my current and permanent address by submitting the Change of Personal Information form within 10 days of any change. *

- I must maintain health insurance coverage for myself and my dependents unless I have received a waiver. *

- I agree that I must wait to begin working until I have received my I20 with CPT authorization and employment start date to legally start working. *

Submit

Once the last form of submission is complete, you will receive an email confirming that the application has been submitted and it is ready for us to review, and the main CPT Authorization Request page should look like this:

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CPT Authorization Request

Please visit the [CPT webpage](#) before applying.

Once you have a job offer letter with the information below and a US address, you can apply for CPT

The last day to start CPT is 4 weeks before the end of the semester.

The CPT offer letter/employment verification letter must:

- *Be written on the company's letterhead*
- *Be addressed to you or your Trine student email*
- *Include job title*
- *Provide job description that is related to your Trine major*
- *Specify the employment address (street, city, state, and zip code) and contact information (phone number and email).*
- *Specify if the employment is full- or part-time*
- *EIN Number or E Verify ID*
- *Specify the exact dates of CPT employment (Start and end date; we can't authorize CPT for more than a year at a time.)*

E-Forms

✓ SUBMITTED

[CPT Authorization Request - US Address](#)

✓ SUBMITTED

[CPT Authorization Request - Employment Information](#)

✓ SUBMITTED

[CPT Authorization Request - Employment Documentation](#)

🕒 PENDING OFFICE APPROVAL

[CPT Authorization Request - Submission](#)

Please allow two weeks for the CPT review and process; you'll hear back from us once we are done reviewing your CPT application. Any questions; please reach out to the CPT team at cpt@trine.edu