

Illinois Institute of Technology

International Center
3300 S. Federal St.
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Chicago, IL 60616
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2nd Degree CPT Guidelines

06/09

Qualifications:

- Must have already been in the US for 1 academic year in F-1 status or on OPT
- Must have completed at least 9 credits at IIT (Students who have not yet attended IIT must complete 9 credits in the term you are admitted before being eligible for CPT)
- Must confirm with academic department if they will approve CPT for you based on your situation
- Must be admitted into an IIT degree program. <http://www.iit.edu/prospective/>
- Must be in receipt of new IIT I-20. Please direct questions to the appropriate Admitting Office.
***If you do not meet all of these qualifications, then you are not eligible for CPT at this time.**

Procedures:

- Complete check-in with the International Center prior to CPT authorization. Please bring your new IIT I-20, any past I-20s, Passport, I-94 card, visa and previous OPT card (if applicable)
- Complete Career Management Center (CMC) procedures including Academic Advisor Recommendation form. www.cmc.iit.edu
- Register for Co-op credits and courses. Please refer to the chart below for registration requirements.
- Meet with an International Student Advisor. Please bring in Academic Advisor Recommendation form, Co-op Authorization Form (from CMC), job description and job offer letter.
- Obtain work authorization on 3rd page of I-20 from the International Center.

If you are eligible for CPT immediately, based on the qualifications listed above, you must register accordingly:

I-20 Start date	1 st Term Registration with CPT	2 nd Term Registration with CPT
Fall	FT Co-op + 6 academic credits (Fall)	FT Co-op + 6 academic credits (Spring)
Spring	FT Co-op + 6 academic credits (Spring)	FT Co-op + 6 academic credits (Fall)
Summer	FT Co-op + 3 academic credits (Summer)	FT Co-op + 2 Full term courses (Fall)

Points to Note:

- There is no limit for online courses if registered for Full Time co-op
- Three credits of research may count towards one of the courses, if doing a thesis/dissertation
- CPT can begin prior to the start of the I-20 and after the previous term has ended if above registration requirements are met

Agreement:

By signing below, you understand that the conditions above must be met in order to obtain the work authorization. You will be ineligible for CPT in the future if required course registration each term is not met.
You cannot begin working until you have obtained the endorsed CPT I-20 from the International Center.

Print Name

ID

Signature

Date