**Instructions for CPT Application**

This on-line service will allow you to fill out the PTA (Practical Training Application) form and to submit your CPT request to the I-Center.

After being approved by an I-Center Advisor, you will receive an e-mail to pick up your new CPT endorsed I-20 from the I-Center.

Please note if you are requesting CPT for multiple companies, you will need to submit a separate request for each company, even if it is within the same period. You can add the relevant information in the comment section.

**Please follow these instructions:**

The F-1 Practical Training Application form is available via the Axess portal at [http://axess.stanford.edu](http://axess.stanford.edu)

Login to AXESS with your SUNet ID and password.

On the Home page, click on “Student” tab as shown below.

![Login to AXESS](http://example.com/login.png)

At the bottom of the Student page, under Employment subheading you will see the following links:
At this point, you can create a new Practical Training Application request, track the status of your existing application request, or edit and complete your saved application.

When you click on Create Practical Training Application Request, a menu of available F-1 employment types will be displayed.

As soon as you select the type of Employment Authorization Request, a list of Student Eligibility Conditions will be displayed for the selected employment type. Please read it carefully. If you are qualified, check the “I agree to the above” box before clicking on the Continue button.

The PTA form will then be displayed. The information to be provided in each section is described in the following pages.
At the creation of the PTA, (Practical Training Application), the **Transaction Status** will be **New**, and the **Transaction ID** number will be: “00000000”. A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this **Transaction ID** number in all your application follow-ups with the I-Center.

The PTA form opens with the Requestor’s **EmplID**, **Last name**, **First name**, **I-20 start and end dates**, and **SEVIS ID** number auto populated in the “**Person Details**” section:

Your Stanford primary e-mail address is auto populated in the **Email ID** field, but you can edit it if needed.

Your academic information will auto populate from your I-20 in “**Education Details**” box:
All your Active Academic Programs in the University system will appear in the **Academic Program** field.

All your Active Academic Programs in the University system will appear in the **Academic Program** field. You will be able to choose the program which is related to your work during the Post-OPT period.

You will have to select the **Level of Education**, in which you are taking the CPT class:

You will also need to choose the appropriate **Academic program**, and the **Academic Plan** that you are enrolling for in the CPT course.

If you are a PhD student and you have done with all course work, please check the TGR box:

In the **CPT Course Details** section, click on the **magnifying glass** to choose the CPT class that you have enrolled in for the quarter. **It will take you to the Look Up screen to select your Curricular Practical Training course**
As soon as you select the relevant CPT course, all the information about the CPT course will be populated automatically.

In the **Training Details** section, enter the **Start and End Dates** for CPT. This must fall within the allowable days for the quarter. If you are not sure of the allowable date, you can click on the link provided at the top of the Training Details section.

If your work will be a combination of **Full-time** (during school breaks/Summer vacation) and **Part-time** (while school is in session) then you need to submit two separate applications.
In the **Employer Details**, you will be asked to enter the **Employer Name** (Company name), and the location of your work. These fields are mandatory for CPT.

A list of your previously endorsed employment will be displayed in the **Previously authorized employment for practical Training** section as shown below:

In the **Academic Advisors** section, you will enter information about the advisor who will approve your CPT request. Your CPT request MUST be endorsed by your Academic Advisor.

You will be able to click on the **magnifying glass** to open a Search screen to find your advisor’s information. Click on **Advanced Lookup** to search by Advisor’s Last Name, First Name, Email Address, Position, and Department. As soon as you select your advisor from Look Up screen, all the information for the selected advisor will be auto populated in the **Academic Advisors** section.

<table>
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<tr>
<th>SUNet ID</th>
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<th>Position</th>
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<tbody>
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<td>Advisor’s Last Name</td>
<td><a href="mailto:Advisor@stanford.edu">Advisor@stanford.edu</a></td>
<td>Department Name</td>
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</tr>
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A list of your previously endorsed employment will be displayed in the **Previously authorized employment for practical Training** section as shown below:
If you have any previous Practical Training (i.e. from another school) that is not indicated in this section, please enter the missing Practical Training in the **Comment** section at the bottom of this form.

At this point you will have the option of either **SUBMITTING** the request or **SAVING** it to continue later.

You will also be able to add additional information / comments for the I-Center Advisor, or your Academic Advisor in the **Comment** section. (If needed)

Finally, you have to check the box to certify that the entered information is correct before clicking on the **Submit** button:

**Note:**
- **Back**: All information on the current page will be erased and you will be directed to the previous page.
- **Save**: You will save the current version of your Application as a draft that you can review and amend later before submitting your request.
- **Submit**: Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.