

### 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

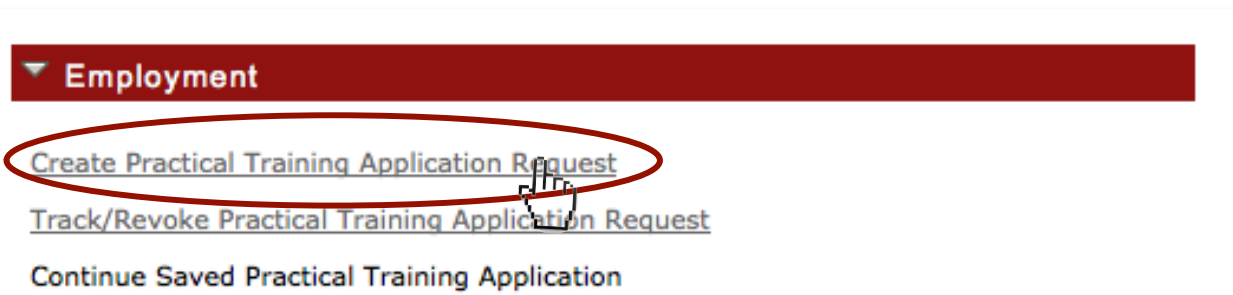
<http://axess.stanford.edu>

Login to AXESS with your **SUNet ID** and **password**.

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



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.

**I am requesting..**

Curricular Practical Training  Pre-Completion OPT  Post-Completion OPT  STEM Extension OPT

**I attest that:**

1. I have been maintaining valid F-1 status.
2. I have been enrolled full-time for at least one full academic year. (Graduate students are exempt from this requirement if their Degree program requires immediate participation in CPT).
3. I have enrolled in the relevant CPT course within my major department and will not withdraw from the course.
4. The employment is related to my field of study. (Undergraduate students are not eligible for CPT until they have declared a major.)
5. I will not work more than 20 hours per week while school is in session. (Full-time employment (more than 20 hours a week) during official school breaks is permitted. Students need separate endorsements for part-time and full-time employment even if the employment is in the same quarter.)
6. I understand that exceeding 12 months of full time CPT will result in forfeiting Optional Practical Training.
7. I understand that I am not eligible to participate in CPT when receiving RA/TAship while school is in session. (During Summer, students who hold RA/TAships can work a total of 40 hours per week, including CPT. Students who have a summer RA/TA-ship and wish to apply for summer CPT should also discuss their plans with their department.)
8. I understand I may not do full-time CPT in my final quarter (including summer). Terminal Graduate Registration (TGR) students may qualify to do full-time CPT only if the work is required to complete the PhD/Engineer thesis.
9. I understand that I may not enroll in the same CPT class more than once and can't enroll in more than one CPT course per quarter. (Repeatability Rules found in the Stanford Bulletin state that most courses are set up as Non-Repeatable for credit courses, so the repeat rules apply. The few courses for credit that can be repeated by a student for credit are specifically stated in the course description. Repeatability Rules in the Stanford Bulletin may be found in: <http://www.stanford.edu/dept/registrar/bulletin/4951.htm>)
10. I understand that I can't apply for CPT for the same period that I have requested Pre-Completion Optional Practical Training.
11. I understand that I need a separate endorsement for each CPT employer.
12. I understand that I may only work after receiving CPT endorsement and for the dates specified on the I-20.

I agree to the above


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.

## Student



### Practical Training Application (PTA) Form

**Request**

<b>Request Type:</b>	Curricular Practical Training	<b>Transaction ID:</b>	00000000
<b>Transaction Status:</b>	New		

- You must enroll for CPT course before completing the request.
- Remember to talk to your advisor about your employment before submitting the request.

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:

### Person Details

<b>Empl ID:</b>	0555555	<b>Visa/Permit Type:</b>	F1	<b>SEVIS ID:</b>	N0000111111
<b>Last Name:</b>	Last Name	<b>First Name:</b>	First Name		
<b>I-20 Start Date:</b>	09/14/2011	<b>I-20 End Date:</b>	04/03/2014		
<b>Career:</b>	GSB	<b>School Code:</b>	SFR214F00617000	<b>Institution:</b>	STANF

\*Email ID:

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:

The screenshot shows the 'Education Details' section of a form. A dropdown menu is open for the '\*Level of Education:' field, listing options: Associate, Bachelors, **Doctorate** (highlighted), Flight training, High School, Language training, Masters, No Valid Values, Other, Other vocational school, Primary, and Secondary. To the right of the dropdown is a checkbox for 'TGR (all coursework completed except for thesis):' which is currently unchecked. Other fields visible include '\*Academic Program:' (set to Electrical Engineering), '\*Academic Plan:' (set to Doctorate), 'Exp Grad Term:', 'Academic Org:', 'Completion Term:', 'Term' (with a magnifying glass icon), 'Course ID:', 'Instructor Name:', and 'Academic Org:'.

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:

This screenshot shows the 'Education Details' section with the 'TGR (all coursework completed except for thesis):' checkbox checked. The '\*Level of Education:' dropdown is set to 'Doctorate' and '\*Academic Program:' is set to 'Electrical Engineer'. The '\*Academic Plan:' dropdown is currently empty. Other fields like 'Exp Grad Term:', 'Academic Org:', and 'Completion Term:' are also visible.

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**

The screenshot shows the 'CPT Course Details' section. It contains a warning message: 'Withdrawing from this course while on CPT will result in violation of your immigration status' and 'The department in which you are majoring should offer the CPT course during the quarter of the internship period.' Below the warning are input fields for 'Term' (with a magnifying glass icon), '\*Class Nbr' (with a magnifying glass icon), 'Start Date:', 'End Date:', 'Course ID:', 'Catalog Nbr:', 'Instructor Name:', and 'Academic Org:'.

**Look Up Class Nbr** [X]

Search by:  =

[Advanced Lookup](#)

**Search Results**

View 100 First 1-6 of 6 Last

Class Nbr	Description	Course ID	Catalog Nbr	Academic Organization
5918	INTRO TO DATABASES	105675	145	COMPUTSCI
5928	PROGRAMMING LANGUAGES	105761	242	COMPUTSCI
5978	INTRODUCTION TO VLSI SYSTEMS	103906	271	ELECTENGR
14514	INTRO TO COMPUTER NETWORKING	207524	144	COMPUTSCI
38127	STARTUP GARAGE: DESIGN	212530	482	CHEMENGR
60640	CURRICULAR PRACTICAL TRAINING	105910	390C	COMPUTSCI

As soon as you select the relevant CPT course, all the information about the CPT course will be populated automatically

**CPT Course Details**

Withdrawing from this course while on CPT will result in violation of your immigration status

The department in which you are majoring should offer the CPT course during the quarter of the internship period.

Term:  2013-2014 Autumn \*Class Nbr:  Start Date: 21-JUN-2013 End Date: 21-AUG-2013

Course ID: 10393 CURR PRAC TRAINING Catalog Nbr: 2012-2013 Summer

Instructor Name: Instructor's Name Academic Org: EDUCATION

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.

To see allowable CPT dates, please check the following link:  
[http://icenter.stanford.edu/students/current/curr\\_prac\\_train.html#deadlines](http://icenter.stanford.edu/students/current/curr_prac_train.html#deadlines)

**Training Details**

\*Start Date:  \*End Date:  \*Employment Code:

Describe the proposed employment for Practical Training:

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.

**Employer Details**

**\*Employer Name:**

**Employer Address**

**\*Address 1:**       **Address 2:**

**\*City:**       **\*State:**

**\*Postal:**

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.

**Academic Advisors** Find | View All First 1 of 1 Last

**\*SUNet ID:**

**Position:**  + -

**First Name:** Advisor's First Name      **Last Name:** Advisor's Last Name

**Email Address:** Advisor@stanford.edu      **Department:** Department Name

**Look Up \*SUNet ID** ✕

**Search by:**  begins with

[Advanced Lookup](#)

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

**Previously authorized employment for practical Training** Find | First 1-3 of 3 Last

Employment Info Remarks ☰

Training Type	Level of Educ	Academic Program	Start Date	End Date	Empl Code	Days
1 CPT	Bachelors	UG	07/30/2012	09/21/2012	Full Time	54.00
2 CPT	Bachelors	UG	09/24/2012	01/06/2013	Part Time	52.50
3 Pre-OPT	Bachelors	UG	06/17/2013	09/20/2013	Full Time	96.00

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:

**Comment**

I may change my employer at the end of my CPT. I will let you know before I start to work with a new company that you can update it in my I-20. Thanks for help.

I certify that the above information is correct, and I understand the Stanford policy regarding the [Assistantship / Fellowship restriction](#) if applicable.

**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.