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KNOWLEDGE FOR ACTION
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CPT OVERVIEW AND APPLICATION PROCESS



Eligibility for F-1 CPT

You must meet one of the following criteria:

- Employment is required of all degree candidates in program
- Employment is an integral component of the established academic curriculum -- you will receive academic credit for your work

Wharton Summer CPT requirement entails registration in MGMT891:900 during the summer session

- MBA students: After completing the first year
- Undergrads: Rising Junior or Senior

CPT employment authorization is job-specific

- You must have secured a job before CPT can be authorized by ISSS

******Students are not eligible for CPT after completion of their academic program******

Step 2: Employer Information

Procure job offer letter on company letterhead.

This letter should include:

- Company name
- Full address of worksite
- Job title
- Dates of employment
- Job duties
- Number of work hours per week

Step 3 : Submit CPT request to ISSS

Complete the CPT e-form in [iPenn](#).

- MBA students – please list your cluster academic advisor.

An e-mail is automatically sent to the Wharton advising/program office indicated on the e-form.

- They will approve the request based on your academic eligibility and enrollment in WHCP 891.

The request is then assigned to your ISSS advisor.

- Processing time at ISSS: 3-5 business days (may increase during peak season)

ISSS will issue a new I-20 with your CPT authorization on page 2

- Includes: Dates of employment, name and address of employer
- An email will be sent when the CPT I-20 is ready for pick up at ISSS

Employment Dates

IMPORTANT

To maintain your legal F-1 status, You may not begin your employment including orientation and training until the start date authorized on the CPT I-20.

Remember:

- 1. Obtain the CPT I-20 before you begin working.**
- 2. Requested dates cannot be in the past.**
- 3. Only work during the dates authorized. Your end date cannot go beyond the day before the fall semester begins.**

Final Notes:

For any changes to your approved CPT: Contact your ISSS Advisor in advance of any change to obtain ISSS authorization and a new CPT I-20.

Address Update: Remember to update Penn InTouch with any change in address within 10 days of moving

Social Security Card: With your CPT I-20, you may apply for a social security number up to 30 days before the listed start date.

Questions

Immigration & Work Authorization Questions

- Contact ISSS through advising hours at <http://global.upenn.edu/iss/advising> or log into [iPenn](#) for your ISSS Advisor's name and email.

For Course and Registration questions:

- MBA – mbaprogram@wharton.upenn.edu