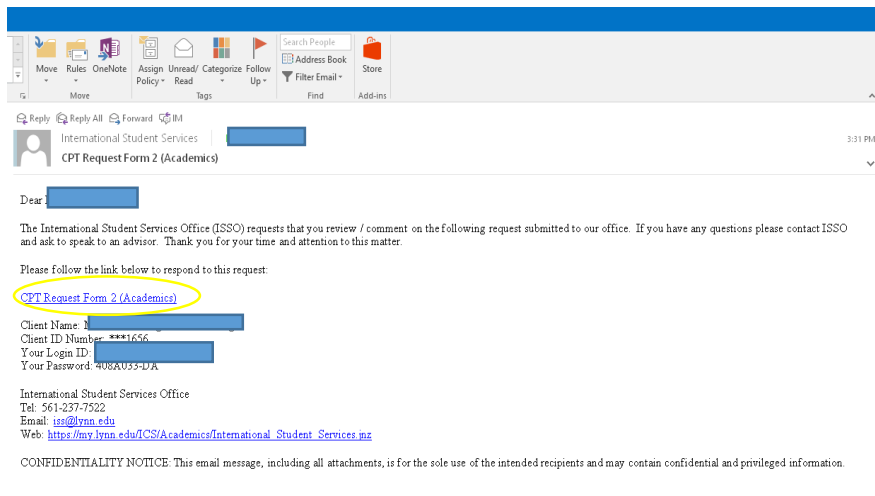
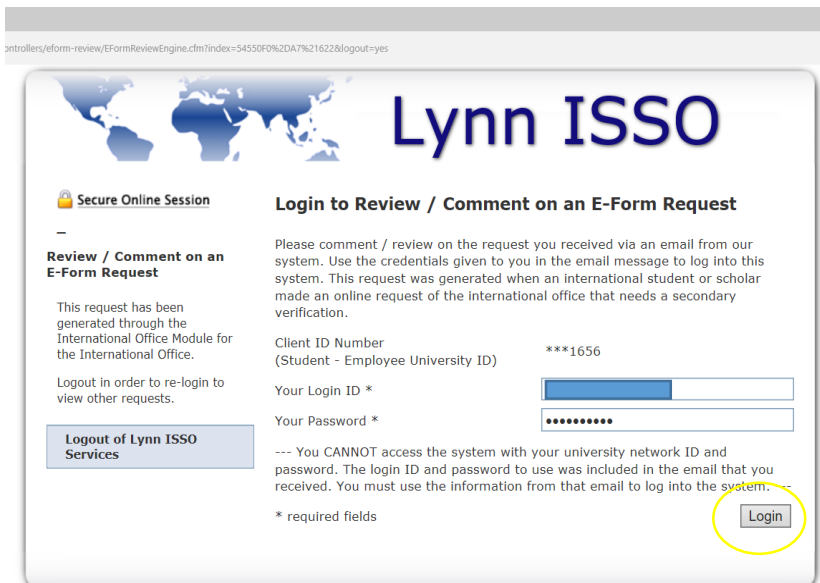


As the Academic-Internship Advisor supervising the student's internship, you will receive an email to complete the Academics section of the CPT/Employment Authorization form. Once you submit the academic information/authorization, the completed form will be routed to the International Student Services Office for processing.

1. Email is routed to Academic-Internship Advisor. See sample of the email below. You will need to click on the CPT Request Form link provided in the email.



2. The login information will be automatically generated. Click on the Login button (see illustration below).



- To view the information the student has submitted regarding the CPT/Employment opportunity, click on both CPT Request Form links on the top of the form (Employment & Academics - see illustration below).

- Complete the CPT Request Form and click submit when finished.

If you have any concerns about approving this request, please contact the International Student Services Office. We are happy to go into more detail about this authorization and what exactly you are approving.