

1. Go to <https://international.lynn.edu>
2. Log in with your Lynn University username and password
3. Click on Employment, then CPT Request, then Start a New Request



The CPT request is a 3 form process (Employment, Academics, and Internship Registration). Once you complete and submit the employment form, it will get routed to your employer for completion. You will not be able to complete the Academics form, until your employer has completed and submitted the form. You will not be notified when the employer completes their section of the form, therefore you will need to log in to your ISSO Student Access account to check the status of that form.



CPT/Employment Authorization E-Form Instructions for Students

Once your employer completes the form and submits it, you will be able to complete the Academics form (see illustration below).

The screenshot shows the Lynn ISSO web portal interface. At the top, it displays "Lynn ISSO" and "04/26/2017 [36] CPT Request". Below this, a message states: "Forms in this group are required for CPT/Employment authorization for all majors except Conservatory and Psychology Students." There are three checkboxes for form types: "CPT Request Form 1 (Employment)" (checked), "CPT Request Form 2 (Academics)" (unchecked), and "CPT Request Form 3 (Internship Registration)" (unchecked). A legend below explains the status icons: Incomplete (empty box), Optional (circle), Complete (checked box), Draft (box with pencil), Submit Another (plus sign), Not Yet Available (grey box), Pending Review (checked box), Follow-Up Required (info icon), Awaiting Answer (arrow icon), and Denied (red X icon). The left sidebar contains navigation links for Admission, Biographical Information, Employment, Letter Requests, Orientation, and Other Forms & Services.

Once your Academic-Internship Advisor completes the form and submits it, you will be able to complete the Internship Registration Form (see illustration below). You will not be notified when your Academic-Internship Advisor completes their section of the form, therefore you will need to log in to your ISSO Student Access account to check the status of that form.

This screenshot is similar to the first one, showing the Lynn ISSO web portal. The status of the forms has changed: "CPT Request Form 1 (Employment)" is checked, "CPT Request Form 2 (Academics)" is now checked (circled in yellow), and "CPT Request Form 3 (Internship Registration)" remains unchecked. The legend and navigation sidebar are identical to the previous screenshot.

CPT/Employment Authorization E-Form Instructions for Students

Once you complete the Internship Registration Form, it will be routed to the Center for Career Connections for final processing and internship course registration. This will conclude your part of the CPT/Employment Authorization Request (see illustration below).

The screenshot shows the Lynn ISSO web portal interface. At the top, there is a navigation bar with the URL `eid=EtFormGroupProvider&index=622&etformGroup=13&selectedEtFormGroup=36` and a search icon. Below the navigation bar is a header with a world map and the text "Lynn ISSO". The main content area is titled "Secure Online Session" and "04/26/2017 [36] CPT Request". A message states: "Forms in this group are required for CPT/Employment authorization for all majors except Conservatory and Psychology Students." Below this message is a list of three forms, each with a checked checkbox: "CPT Request Form 1 (Employment)", "CPT Request Form 2 (Academics)", and "CPT Request Form 3 (Internship Registration)". A yellow circle highlights the first checkbox. To the right of the list is a legend for form statuses:
 = Incomplete
 = Optional
 = Complete
 = Draft
 = Not Yet Available
 = Pending Review
 = Submit Another
 = Follow-Up Required
 = Awaiting Answer
 = Denied
 On the left side of the page, there is a sidebar menu with the following items: "Lynn ISSO Home Page", "Admission", "Biographical Information", "Employment" (which is expanded to show "CPT Online Course Registration", "CPT Request", "CPT Request: Conservatory & Psychology Students", "OPT Employment Forms", and "OPT Online Course Registration"), "Letter Requests", "Orientation", "Other Forms & Services", and "Logout of Lynn ISSO".

After all the forms are complete, the International Student Services will process your CPT request and issue your new I-20 with the CPT/employment authorization within 2-3 business days. You will receive an email when your CPT I-20 is ready to be picked up.

Once this is complete, the final form will be sent to the Registrar's Office and you will be registered for the Internship course.

Note: You cannot begin your CPT/employment until your request is approved and you have received your new I-20 with the employment authorization.