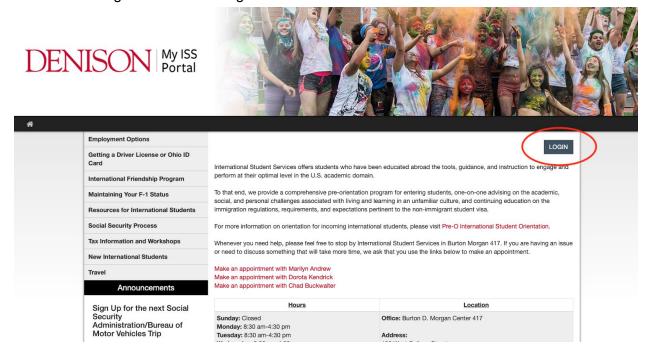
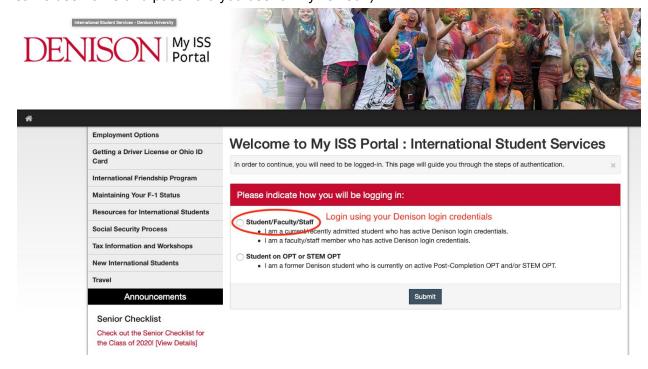


## My ISS Portal Procedures: Curricular Practical Training (CPT)

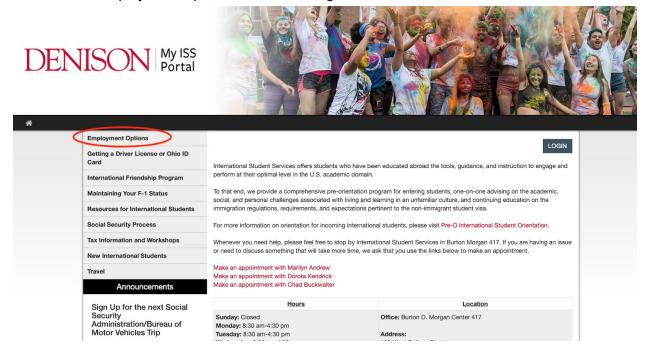
- 1. Visit my.iss.denison.edu to access the My ISS Student Portal.
- 2. Click on the "Login" button at the right of the screen.



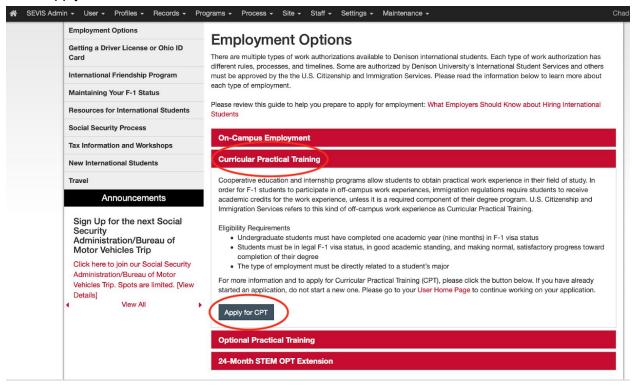
3. Click Student/Faculty/Staff and the "Submit" button - enter your Denison login credentials (this is the same username and password you use for MyDenison)



4. Click on the "Employment Options" menu heading



5. Click on "Curricular Practical Training" - the screen will drop down and more information will appear. Click "Apply for CPT."



- 6. Please select the term you would like to do your internship this will most likely be the Summer 20XX term that is listed.
- 7. This will create a new Record under your portal account. The new record will be called Curricular Practical Training (CPT)(F-M). The new record will open immediately but is also available in your User Homepage under the heading "Records." You can access this record at any time. Please read and

follow the "Instructions" listed on your CPT Record.

Request:	Curricular Practical Training (CPT) (F-M)
Term/Year:	Fall, 2019

## Instructions

In order to apply for CPT, please review the CPT Guidelines and mark as read in the Learning Contents section.

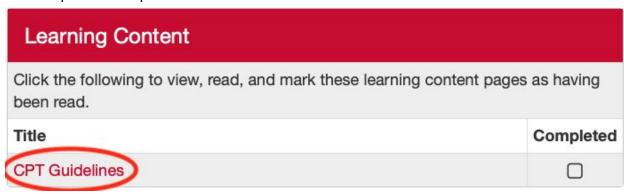
Additionally, the following documents must be submitted:

- Upload a detailed original letter from your prospective employer on company letterhead indicating the job title, place of employment,
  beginning and end dates, number of hours of work per week & a brief description of the work in the Attached Documents section below.
- A Curricular Practical Training Recommendation which is to be completed by a faculty member. The following options are available to students:
  - your academic advisor indicating that the internship/employment is required of the major or an individual course, <u>or</u>
  - 2. by the INTD 201 instructor, Dr. Gina Dow.

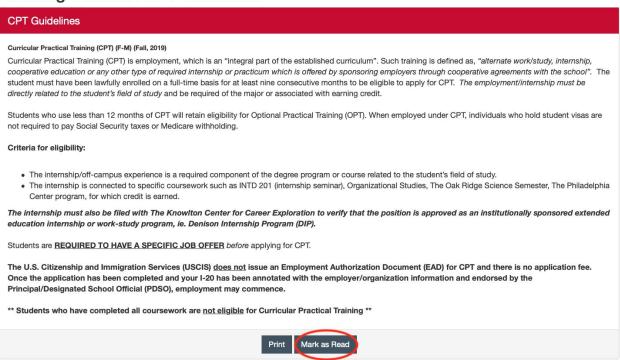
After completing all requirements, click the **Submit** button at the top of the page.

Prior to requesting a recommendation, please share your Employer/Offer letter with your advisor.

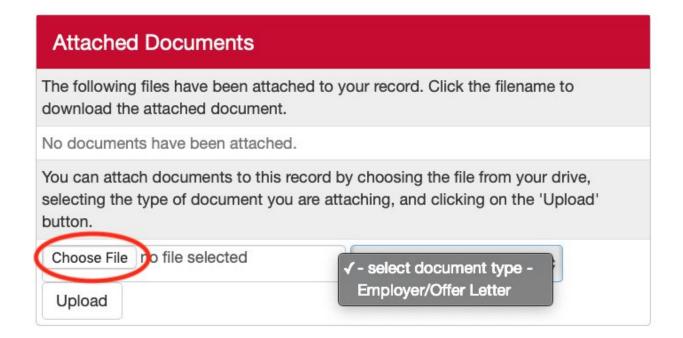
8. After you have read the instructions, please click on the "CPT Guidelines" link under "Learning Content." Read the information provided in this link and click "Mark as Read." CPT will not be approved if this step is not completed.



## **Learning Content: CPT Guidelines**



9. In order to move forward with your CPT request, you will need to have a job offer and upload the job offer letter to this page. The requirements for this letter are in the "Instructions" section. Click on "Choose File" and select your employment/job offer letter from your computer - this should be in either .jpeg or .pdf format. Next, select the document type as "Employer/Offer Letter." Finally, click "Upload."



10. The final step is to request a letter of recommendation from either your faculty advisor or from the professor teaching the internship courses - INTD201/INTD202. You should share the offer letter with your faculty advisor or internship course instructor prior to requesting the recommendation. Click on the red link - "Request Electronic Recommendation." Follow the instructions listed on this page. If you do not need to enroll in INTD201/INTD202, please type in your faculty advisor's name in the section labeled "Keywords" and click "Search." Select your faculty advisor's name and click "Next." This will automatically email your faculty advisor for a recommendation.

## Recommendations

To send an e-mail to a recommender, click the envelope icon next to the name.

Requests Completed

Curricular Practical Training (CPT) (1 required) Select 'Request Electronic Recommendation' below to send a request to your Faculty Advisor.

Note: Please review CPT Guidelines and share your Employer/Offer letter with your advisor prior to requesting a recommendation.

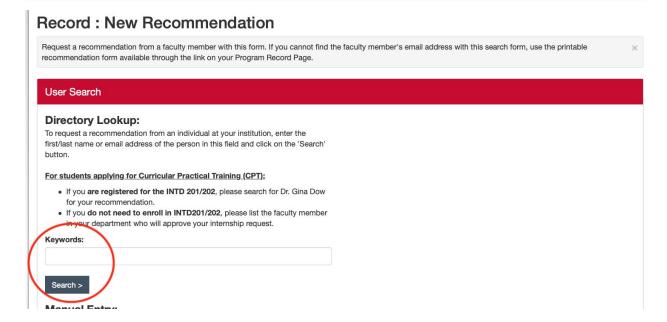
You will not be able to submit this request until this recommendation is marked off as completed. Please communicate with your Faculty Advisor to ensure they have all the information they need and to confirm your recommendation is submitted in a timely manner.

If you select 'View/Print Recommendation Form' below, you must bring the completed Recommendation to ISS to get this requirement marked off as complete.

 $\Box$ 

View / Print Recommendation Form (Request Electronic Recommendation)





- 11. The final step is to click on the "Submit" button at the top of the CPT Record page. This will send your CPT request to the Knowlton Center and International Student Services for approval.
- 12. You will be contacted by International Student Services when your I-20 has been updated with the CPT authorization and it is ready for pickup.