

Step-by-Step CPT Checklist

Below is a step-by-step checklist for pursuing and completing CPT. Students must complete the steps in the indicated order.

Summer Term

Step	Yes	No
1. On an F-1 Visa.		
2. Completed one year of academic coursework.		
3. Off-campus employment during the summer term is directly related to major field of study and an integral or important part of program of study.		
If the answer is "Yes" to all three steps, please continue. If any step is "No", then CPT is not an option.		
Master or PhD Student registering for ENG 510		
1. Approval from department by discuss CPT opportunity with advisor.		
2. Approval from Grainger College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form (https://illinois.edu/fb/sec/6852663) and upload the offer letter including start and end dates. Reminder: CPT dates must fall within the required dates for ENG 510.		
3. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
4. Registration for ENG 510 is completed prior to start of semester. Failure to complete this step before the start of semester will result in being charged all on-campus fees.		
5. ENG 510 required assignment is completed by "Reading Day". Failure to complete this step will result in student receiving an unsatisfactory grade.		
Note: No extensions will be given to ENG 510 students to lengthen their CPT training.		
Master's with Thesis or PhD Student registering for 599 Thesis Credit		
1. Approval from department by discuss CPT opportunity with advisor.		
2. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
3. Registration for 599 thesis credits.		

Fall / Spring Term

Step	Yes	No
1. On an F-1 Visa.		
2. Completed one year of academic coursework.		
3. Off-campus employment during the fall or spring term is directly related to major field of study and an integral or important part of program of study.		
If the answer is "Yes" to all three steps, please continue. If any step is "No", then CPT is not an option.		
Master and PhD Students		
1. Approval from department by discuss CPT opportunity with advisor.		
2. Approval from Grainger College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form (https://illinois.edu/fb/sec/6852663) and upload the offer letter including start and end dates. Reminder: CPT dates must fall within the required dates for ENG 510.		
3. Approval from the Department and ISSS. Submit CPT application to ISSS through i-Start.		
4. Part-time CPT: Professional and Non-thesis Master's student – registration for ENG 510 part-time section is completed prior to the start of the semester. Thesis-based Master's or PhD student – registration for ENG 510 part-time section or thesis credit, 599, is completed prior to the start of the semester. Students will remain in the Champaign-Urbana area for part-time CPT and must use their local address for CPT.		
5. Full-time CPT: Registration for ENG 510 full-time section is completed prior to start of semester. Failure to complete this step before the start of semester will result in being charged all on-campus fees.		
6. ENG 510 required assignment is completed by "Reading Day". Failure to complete this step will result in student receiving an unsatisfactory grade.		

Note: Failure to register for the required CPT course by the deadline to add a course for the semester may result in the student's F-1 visa being terminated.