Curricular Practical Training (CPT) Application

PLEASE FOLLOW THE STEPS IN THIS GUIDE FOR YOUR CPT APPLICATION. THIS IS AN ONLINE APPLICATION-PROCESS THAT WILL BE SUBMITTED TO THE OFFICE OF GLOBAL SERVICES (OGS) TO UPDATE YOUR VISA STATUS.
Step 1: Visit the CPT section of OGS Website

- Visit the website of the Office of Global Services and use the navigation bar on top.
- Scroll over the “EMPLOYMENT” tab and select “Curricular Practical Training (CPT)”
- Proceed to Step 2

https://www.northeastern.edu/ogs/

OR

- Go directly to the CPT website and proceed to Step 2

https://www.northeastern.edu/ogs/home/work/off-campus/cpt/#1489080592274-9330d90f-a298
Step 1: Proceeding to CPT from OGS Website
Step 2: Select “Updating your CPT Authorization”
Step 3: Proceed to “Form & Guides”
Step 4: Select “Employment Forms”
Step 5: Choose “CPT Authorization Request Form”
Step 6: Fill out the Form & wait

- Fill out the form completely without any gaps
- Make sure you hit “submit”, so your document can be reviewed
- Be patient: You will not receive an immediate response

**Everything good**
- Wait for a confirmation E-Mail that your application has been approved
- Please allow OGS up to ten business days to proceed your application
- Prepare for your upcoming co-op/internship in advance (Moving, Scheduling, ...)

**Any mistakes**
- In case something went wrong in your application, your co-op advisor will inform you
- Please ensure you know what needs to be corrected
- Fill out a new, correct application form and proceed to the left
Your Co-op Advisors

For any questions or advice on your application and co-op situation, please reach out to your co-op advisor and describe the case coherent. Once you apply for CPT, please send your offer letter and the placement document (can be found on the website) to:

- **Undergraduate students:** Morgan Hughes, mo.hughes@northeastern.edu
- **Graduate students:** Lucy Fitzpatrick, l.fitzpatrick@northeastern.edu

For any general questions about different experiential learning opportunities, how to find the right co-op, or eligibility, please visit us in 50 Nightingale Hall during our walk in hours:

- **Monday** 1 pm to 3 pm
- **Wednesday** 1 pm to 3 pm
- **Thursday** 1 pm to 3 pm