## 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On an F-1 Visa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Completed one year of academic coursework.</td>
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<tr>
<td>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.</td>
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</tbody>
</table>

If the answer is “Yes” to all three steps, please continue. If any step is “No”, then CPT is not an option.

**Master’s or PhD Student registering for ENG 510**

1. Approval from department.
2. Approval from College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form and upload this form and the offer letter including start and end dates to [https://illinois.edu/fb/sec/6852663](https://illinois.edu/fb/sec/6852663). Reminder: CPT dates must fall within the required dates for ENG 510.
3. Approval from ISSS.
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.

**Thesis-based Master’s or PhD Student registering for 599 Thesis Credit**

1. Approval from department.
2. Approval from ISSS.
3. Registration for 599 thesis credits.

### Fall / Spring Term

<table>
<thead>
<tr>
<th>Step</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On an F-1 Visa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Completed one year of academic coursework.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>

If the answer is “Yes” to all three steps, please continue. If any step is “No”, then CPT is not an option.

**Master’s or PhD Students**

1. Approval from department.
2. Approval from College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510. Complete ENG 510 Registration Request form and upload this form and the offer letter including start and end dates to [https://illinois.edu/fb/sec/6852663](https://illinois.edu/fb/sec/6852663). Reminder: CPT dates must fall within the required dates for ENG 510 and CPT must be for the entire semester.
3. Approval from ISSS.
4. Part-time CPT: Professional and Non-thesis Master’s student – registration for ENG 510 is completed prior to the start of the semester. Thesis-based Master’s or PhD student – registration for ENG 510 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 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.