

CPT/Internship Form Instructions for Students

1. Go to <https://international.lynn.edu>
2. Log in with your Lynn University username and password

The screenshot shows the top of the International Student Portal. At the top is a dark blue header with the text "INTERNATIONAL STUDENT PORTAL" and "LYNN" below it. The main heading reads "WELCOME TO LYNN'S INTERNATIONAL STUDENT PORTAL" followed by the subtext "Your one-stop for services as an international student." Below this is a grey box titled "Full Services Access for International Students" with the instruction "For full access to your international student portal and to request services, please log in." A yellow box highlights a "Login" button. Below the login button, it says "A network ID and password are required." Another grey box titled "Limited Services Access for Prospective Students" contains the text "For prospective students who do not yet have university network access." and a link for "Limited Guest Access". At the bottom of the page, there is a grey bar with a lock icon and the text "Secure Online Session".

3. Click on Employment, then CPT/Internship Form

This screenshot shows the "Employment" page within the International Student Portal. The top navigation bar includes the Lynn University logo, the text "INTERNATIONAL STUDENT PORTAL", and notification icons. The user's name "Fred Iamatest Test" is visible in the top right. On the left is a sidebar menu with options: Home, Admission, Employment (highlighted with a yellow box), Graduate Program Forms, I-20 Updates and Signatures, Letter Requests, Orientation, and Other Forms & Services. The main content area is titled "Employment" and features a "Tasks" section. A yellow box highlights the "CPT/Internship Form" task. Other tasks include "CPT Presentation Registration", "Post-Completion OPT Application Process Forms", "Pre-Completion OPT Application Process Forms", "STEM Extension OPT Application Process Forms", "OPT Report Employment Forms", and "OPT/H1B Presentation Registration". The bottom of the page has a dark blue footer with the Lynn University logo, "INTERNATIONAL STUDENT PORTAL", and notification icons, with the user's name "Fred Iamatest Test" in the bottom right.

This screenshot shows the "CPT/Internship Form" page. The sidebar menu on the left is the same as in the previous screenshot, with "Employment" selected. The main heading is "CPT/Internship Form" with the subtext "This form is required for Employment Authorization in your major field of study." Below this is a grey bar labeled "E-Forms". A yellow box highlights a checkbox labeled "REQUIRED" next to the link "Curricular Practical Training (CPT)/Internship Form". The bottom of the page features the same dark blue footer as the previous screenshot.

CPT/Internship Form Instructions for Students

INTERNATIONAL STUDENT PORTAL

LYNN

Fred Iamatest Test

Curricular Practical Training (CPT)/Internship Form

[MAIN PAGE FOR E-FORM GROUP](#)

(*) Information Required

CPT Eligibility:

- In good F-1 status and Academic standing
- Have been full-time enrolled for an academic year (two semesters)
- Have a job offer for employment (paid or unpaid) in your field of study
- Have completed the CPT workshop

Processing your authorization will take 2-3 days after the request have been fully completed. You are not authorized to work off-campus until you have received notification from the IPS that your CPT has been approved and your I-20 has been issued.

Academic Information

CPT is authorized on a term or semester basis and cannot begin before the start date of the internship course or go beyond the end date of the internship course (for guidance on the internship course dates, refer to the [academic calendar on myLynn](#))

Student ID#*

Course# (Example: BUS 498): **If you do not know what course number to write, please contact your academic advisor for assistance***

Number of academic credits: **If you do not know how many credits you need, please contact your academic advisor for assistance***

You need to check with your Academic Advisor to see which internship course is appropriate for your major and how many credits you need. If you need to split your credits between two terms, you need to indicate that here (GR students and Summer Terms).

Undergraduate Day Students

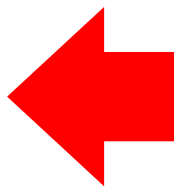
Are you an Undergraduate Day Student?
Undergraduate = Bachelors*

Yes No

Please indicate which semester you will be engaged in this internship:*

Fall Day 1 (Aug to Dec)
Spring Day 3 (Jan to May)
Summer 4A (May to Aug)

Major:*



You need to indicate the appropriate semester or term(s) for the internship. These dates must correspond with the academic calendar dates for the respective term(s) or semester that you will be engaged in the employment/internship.

Graduate Students

Are you a Graduate Student?
Graduate = Masters or Graduate Level Certificate*

Yes No

Please indicate which semester or term you will be engaged in this internship:*

Fall 1Z (Aug to Dec)
Fall 1M (Aug to Oct)
Fall 2M (Oct to Dec)
Fall 1M & Fall 2M (Aug to Dec)
Spring 3Z (Jan to May)
Spring 3M (Jan to March)
Spring 4M (March to May)
Spring 13M & 4M (Jan to May)
Summer 5Z (May to Aug)
Summer 15M (May to July)
Summer 20M (July to Aug)
Summer 15M & 20M (May to Aug)

an internship in the summer, there will be a cost per ir internship course. If you are in the 3.0 program or have credit may be covered. If you have questions about the studentfinancialservices@lynn.edu.

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Major:*

Please note that if you do an internship in the summer, there will be a cost per credit associated with your internship course. If you are in the 3.0 program or have a scholarship the cost per credit may be covered. If you have questions about the cost per credit, contact studentfinancialservices@lynn.edu.

Employment Information

Name of Company:*

Company Website Link:*

Employer Address (Street Name/Number)*

Suite Number:

City:*

State:*

Zip Code:

Country:*

Employment Supervisor First and Last Name*

Employment Supervisor Email Address:*

Employer Phone Number:*

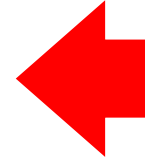
What is your job position title?*

Where will you be doing this internship? Check the choice below that applies to you: *

- I will be in the US working for a US company I will be in the US working virtually for a company outside of the US I will be out of the US working for a company outside of the US
- I will be out of the US working for a company in the US

Will all or part of this internship be done virtually?*

- Yes No



Enter employer information in this section.



Please indicate where you will be doing this internship and if any part of the internship will be done virtually.

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Start date of employment:(must be a date in the future)*

End date of employment: (Cannot be beyond the current semester end date)*

Number or hours per week you will be working:*

Note: 20 hours or less per week=part time; more than 20 hours per week=full time. Being authorized for 12 months of full time CPT will make you ineligible for OPT at this academic level.

How is this employment opportunity directly related to your major? *

Make sure to complete and upload the Employment Verification Form Here. Must be signed by you and the employer.

Download the Employment Verification Form for completion here: [Employer Verification Form Link](#)

Upload the Employment Verification Form after completion here. *

Name of Academic Program Coordinator:(Click on drop down arrow to see who your academic program coordinator is based on your major)*

Academic Program Coordinator email:*

Re-type Academic Program Coordinator email:*

Do you have a preferred internship instructor/professor for this course? (not guaranteed-must be approved by the academic department)*

Yes

No

confirmation

I verify that this internship is required for my academic program or course in my field of study. I understand that I must complete the academic course that is tied to this course in order to do the internship - even if the internship ends prior to the completion of the semester/term during which I am enrolled in this course. Dropping the course after starting any employment on CPT is a violation of the immigration regulations for this work authorization. *

Indicate when your internship/employment will begin. These dates should correspond with the term or semester dates. If your internship begins after the semester has started, that is ok. However, the end date will be the end of that particular term or semester. Just make sure that you will have enough time to complete the internship hours required (For 1 or 0 credit, you need to do at least 50 hours of employment). You must submit a new CPT request for a subsequent term or semester or if you change employers.

You need to explain how this internship is directly related to your major field of study. List specific tasks and duties you will be performing during your internship.

Once you submit the completed form, International Programs and Services will process your CPT/Internship request and issue your new I-20 with the CPT/employment authorization within 2-3 business days. Your new I-20 with the CPT/Internship authorization will be sent to you via email.