CPT/Employment Authorization E-Form Instructions for Students

1. Go to https://international.lynn.edu
2. Log in with your Lynn University username and password
3. Click on Employment, then CPT Request: Conservatory & Psychology Students

The CPT request for Conservatory and Psychology students is a 2 form process (Employment and Academics). Once you complete and submit the employment form, it will get routed to your employer for completion. You will not be able to complete the Academics form until your employer has completed and submitted the form.
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Once your employer completes the form and submits it, you will be able to complete the Academics form (see illustration below). Complete the CPT Request Form 2 (Academics). Make sure that the information on form #1 and form #2 matches (dates of employment, semester, etc.). If the information does not match, it will delay processing of your request.

Once you submit form #2, it will get routed to Academic/Internship Advisor in the Lynn Music Conservatory. Once the Academic/Internship Advisor in the Lynn Music Conservatory completes the form, it will get routed to the International Student Services Office for processing.

After all the forms are complete, the International Student Services will process your CPT request and issue your new I-20 with the CPT/employment authorization within 2-3 business days. You will receive an email when your CPT I-20 is ready to be picked up. Note: You cannot begin your CPT/employment until your request is approved and you have received your new I-20 with the employment authorization.