



What do we do?

Center for **INTERNATIONAL STUDENTS & SCHOLARS**

What are the duties and responsibilities of the Designated School Officials and Alternate Responsible Officers in the CISS, and how do we help students?

ADVISING

- Rules and Regulations for students & scholars who are F and J Visa Holders
- Travel Guidance and Travel Signatures
- Resource Referral for issues of cultural adjustment, culture shock, and academic challenges
- Change of Status
- Reduced Course Load
- Optional Practical Training (OPT) & Application Assistance
- STEM OPT & Application Assistance
- Curricular Practical Training (CPT) & Authorization
- Leave of Absence & Withdrawals

PROGRAMMING

- Intercultural Trainings
- CultureFest
- Optional Practical Training (OPT) Information Sessions & Document Review Clinics
- Curricular Practical Training (CPT) Information Sessions
- Cultural Excursions for International Students
- Events for Travel Signatures
- Academic Integrity Sessions
- Advise various student organizations, including International Student Association
- Conversations Beyond Borders

IMMIGRATION PROCESS

- Process Initial I-20s and DS-2019s
- Transfer I-20s and DS-2019s
- I-20 Reprints and Updates
- Immigration Check-in for F-1 and J-1 visa holders
- SEVIS Reporting Requirements
- SEVIS F-1 Registration and J-1 Validation
- OPT Requests
- CPT Authorization
- Reinstatements, Terminations, and Withdrawals
- Program Shorten/Extensions

...and more!

How to Apply for Curricular Practical Training (CPT)

CPT is a work authorization for F1 visa holders to participate in internships during their program of study. Here are four steps to follow so you are able to work in the United States.



STEP 1

Secure internship and obtain employer offer letter.



STEP 2

Work with your internship coordinator & academic advisor to enroll in an internship course and complete the CISS' CPT Application.



STEP 3

Bring completed CPT Application to CISS. We will prepare a new I-20 (in 3-5 business days) giving you permission to work.



STEP 4

Once you have your new CPT I-20 from the CISS you may begin working!

To learn more or connect with the CISS staff, please visit bentley.edu/ciss

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