



# Center for INTERNATIONAL STUDENTS AND 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?  
What we do:

## ADVISING

- Rules and Regulations for students and scholars who hold F and J Visas
- Travel Guidance and Travel Signatures
- Resource Referral for issues of cultural adjustment, culture shock, and academic challenges
- Change of Status
- Reduced Course Load
- Work Authorization application assistance for CPT (Curricular Practical Training), OPT (Optional Practical Training) and STEM OPT
- Leave of Absence and Withdrawals
- Obtaining SSN and SSN Domain Letters

## PROGRAMMING

- World View Ambassador Program
- Intercultural Trainings
- CultureFest
- Optional Practical Training (OPT) Information Sessions
- Curricular Practical Training (CPT) Information Sessions
- Events for Travel Signatures
- Academic Integrity Sessions
- Advise various student organizations, including the International Student Association (ISA)
- Conversations Beyond Borders

## IMMIGRATION PROCESS

- Prepare 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/Extension
- Change of Degree Levels

...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 an internship and obtain an employer offer letter.



## STEP 2

Work with your internship coordinator and academic advisor to enroll in an internship course and complete the CISS' CPT Application (located on the CISS website).



## STEP 3

Bring or email 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 CISS you may begin working!

To learn more or connect with the CISS staff, please visit [bentley.edu/ciss](https://bentley.edu/ciss)

**CENTER FOR INTERNATIONAL STUDENTS & SCHOLARS**

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