CPT Procedures for Carey Students

Carey students in F-1 visa status should follow the following steps to get CPT authorization from OIS:

**Step 1:** Review the CPT information available at the OIS website or attend a CPT information session.

**Step 2:** Get an offer letter from your potential employer that mentions the employment start and end dates; number of hours you will work per week; name and address of the workplace; job title; and a brief job description.

**Step 3:** Complete the CPT Request eform in iHopkins. Go to [ihopkins.jhu.edu](http://ihopkins.jhu.edu), log in with your JHED ID and password, and open the F-1 Practical Training drop down menu to access the form.

After you submit this form, an email will be sent automatically to Carey Career Development Office (CDO) for approval. You will receive an email confirmation once the CDO advisor has approved the form, and again once OIS has completed your I-20. You will be able to pick up your I-20 from the OIS office you selected in the request form. Be sure to check the office hours before coming to pick up your form.

**Step 5:** The OIS will request the registrar to register you for the internship course, BU.001.600.CO. You should check if your ISIS record shows the course registration in about a week or so. If you don’t see the registration for the CPT course, email one of the Carey OIS advisers at ois@jhu.edu.

**Step 6:** Present the CPT I-20, along with your passport and I-94, to your employer on your first day of work so they can complete an I-9 Employment Verification for you.

If you don’t have Social Security number (SSN), you can apply for it at any Social Security Administration office with the following documents:

- Employment offer letter
- OIS SSN letter
- CPT I-20
- Passport and F-1 visa
- I-94 (which you can print from [www.cbp.gov/i94](http://www.cbp.gov/i94))

If you want to extend your internship for another semester or obtain a new CPT authorization for a new internship, you must request a new CPT authorization following steps 1-5 above.

**Note:** The OIS advisers assigned to advise Carey students are Mr. John Lorch and Mrs. Semhar Okbazion and you can reach either of them by email at ois@jhu.edu or by phone at 667-208-7001. If you have a long list of questions, please set up an appointment with John or Semhar in advance. If you have few simple questions, those can be answered during walk-in advising at Carey or Homewood.