SAIS 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](http://ois.jhu.edu) 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. You will be asked to upload a letter from step 2. After you submit this form, an email will be sent automatically to Office of Academic Affairs to review your request.

**Step 4:** You will receive an email confirmation once the advisor at Office of Academic Affairs has approved the form, and again once OIS has completed your I-20. You will be able to pick your I-20 up 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:** SAIS’s Registrar’s Office will receive an email to notify that CPT is approved and thus to register you for the practicum course, SA 999.999.01 Practicum in International Relations. You should check if your SIS 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 OIS advisers at sais-issss@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, CPT I-20, Passport and F-1 visa, I-94 (which you can print from [https://www.cbp.gov/travel/international-visitors/i-94](https://www.cbp.gov/travel/international-visitors/i-94))

**CPT will be authorized by semester.** 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: You can come to OISDC advisers if you have any questions. You can reach either of them by email at sais-issss@jhu.edu or by phone at 667-208-7022. If you have a long list of questions, please set up an appointment with an advisor in advance. If you have few simple questions, those can be answered during walk-in advising at OISDC, 2.30 to 4.30 PM.