

Curricular Practical Training (CPT) Offer Letter Requirements

You will need to upload your internship/training offer letter to your CPT Request Form through [your MyISSS portal](#). Your offer letter must:

Be on letterhead and addressed to you (the student)

List the number of hours you will work per week

Specify your internship start date

The CPT start date indicated in your offer letter should be at least 10 business days from the day you submit your *CPT Request* in the [MyISSS portal](#) to allow time for your academic advisor/graduate program administrator to sign the e-form and for ISSS to process the request

Describe the nature of the practical training opportunity (internship duties and expectations)

If offer letter does not include a description of the internship duties, then, you must also upload an internship description

Failure to submit an offer letter and internship description, if applicable, that meets the above criteria will delay your CPT authorization.