

## Important Information for Students on F1 Visas

### 1. Review the [Internship & Curricular Practical Training Approval Form](#):

- Before submitting your internship details, make sure to meet with your Student Success Coach to go over the [Internship & Curricular Practical Training Approval Form](#).
- All signatures are required for your internship to be approved and CPT to be authorized.
- INT 399 candidates must confirm eligibility with Student Success first.

### 2. Submit Your Internship Details:

- If you haven't done so already, enter your internship details in Handshake under **Experiences**. You'll need to complete this step before requesting CPT Authorization.

### 3. Obtain an Official Offer Letter and Submit to ICS & ISS:

- Request an official offer letter from your internship company. Ensure the letter is on company letterhead and includes the following details:
  - Student's name
  - Supervisor's name
  - Supervisor's phone number and email address
  - Street address of work location (include even if the internship is remote)
  - Start date and end date of the internship
    - The start date on the offer letter must be at least 5 business days after the date you submit the letter for review. For example, if you submit the offer letter on the 1st, the start date must be the 5th or later.
    - Do not submit an offer letter with a start date that has already passed. We cannot issue a CPT I-20 for dates that have already passed.
    - The start date must be no earlier than the first day of the semester.
    - The end date must be no later than the last day of the semester.
      - Fall 2024 Dates: 8/19/2024 – 12/13/2024
      - Spring 2025 Dates: 1/21/2025 – 5/16/2025
      - Summer 2025 Dates: 5/17/2025 – 8/17/2025
  - The offer letter should state the number of working hours per week (maximum of 20 hours for fall/spring internships).
  - Provide a brief description of the job in 3-5 bullet points or sentences.
- Scan and email the offer letter to both International Student Services (ISS) (send to: [iss@menlo.edu](mailto:iss@menlo.edu)) and Internships & Career Services (ICS) (send to: [internships@menlo.edu](mailto:internships@menlo.edu)) as soon as possible.

- NOTE: View this **Example Offer Letter** as a guide.

**4. Track your progress in Experiences**

- After you submit your Experience, your site supervisor will need to confirm your internship.
- Upon receiving your site supervisor's confirmation, ICS will review your internship for approval.
- Once approved, you'll receive a confirmation email and can proceed with requesting CPT authorization.

**5. Apply for Curricular Practical Training (CPT):**

- Before you start your internship, you need to apply for CPT Authorization and receive a new CPT I-20. This process takes at least 5 business days.
- **NOTE:** You'll need to submit your internship **Experience** before you can request CPT Authorization from International Student Services (ISS).

**Questions about CPT/OPT?**

Contact International Student Services (ISS) at [iss@menlo.edu](mailto:iss@menlo.edu)

**[Schedule an appointment with ISS!](#)**

**Questions about your internship?**

Contact Internships & Career Services at [internships@menlo.edu](mailto:internships@menlo.edu)

**[Schedule an appointment with ICS!](#)**