

# CURRICULAR PRACTICAL TRAINING CHECKLIST

When you are ready to submit your CPT application packet, schedule an appointment with International Student Services :

- † Email [international@tmcc.edu](mailto:international@tmcc.edu) or call 775 -337 -5605

Bring the following documents to your appointment in RDMT 319:

- † Completed CPT Request Form with signatures from International Academic Advisor and Career Center Internship Coordinator
- † Official Job Offer Letter
- † Proof of Registration for Internship Credit (selected with the International Academic Advisor)
- † Copy of Current I -20
- † Passport

## REMINDERS

- † Review your documents before coming to the appointment with International Student Services. Incomplete documents will cause a delay in the CPT approval process.
- † When you pick up your new CPT I -20 from International Student Services, review page 2 of the new I -20 carefully. If changes have to be made, let International Student Services know right away, so they can make the necessary corrections.