

## CURRICULAR PRACTICAL TRAINING CHECKLIST

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

- Email [international@tmcc.edu](mailto:international@tmcc.edu) or call 775-673-7042

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
- CPT Recommendation Letter from TMCC International Academic Advisor
- 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 Admissions. Incomplete documents will cause a delay in the CPT approval process.
- When you pick up your new CPT I-20 from International Admissions, review page 2 of the new I-20 carefully. If changes have to be made, let International Admissions know right away, so they can make the necessary corrections.