### HARVARD

INTERNATIONAL OFFICE

TAS

## LAW SCHOOL - CPT

#### Application and authorization procedures:

- 1. Obtain a job offer for a summer internship in the United States.
- 2. Register for the **Independent Written Work in Connection with Summer Work Experience course** at HLS.
- 3. Email your CPT documentation\* to your Harvard International Office (HIO) advisor, Peter O'Meara, at <u>peter omeara@harvard.edu</u>.
- 4. Your international student advisor will make certain that both you and the job offer meet the eligibility requirements and issue the authorization for your employment (reflected on a new Form I-20), if applicable.

#### \*CPT Documentation:

- Scan/photocopy of the employment offer letter (must include specific employment start and end dates);

- Scan/photocopy of the completed **Independent Written Work in Connection with Summer Work Experience** registration form (with all three signatures) and the HLS Registrar's enrollment

#### confirmation email. and:

- This form, fully completed.

# <u>The processing time is up to 5 business days.</u> Please do not submit your current Form I-20 as it is not needed in this process. You are not eligible to begin employment until you have received the CPT authorization as reflected on your new I-20.

Full Name of Student:				
Family/Last		Given/First		Middle (if applicable)
Phone Number:		Email:		
Current RESIDENTIAL A	ddress in the U.S.	:		
		Street address		Apartment number
		City/Town	State	Zip code
<u>NOTE</u> : Your new	w CPT I-20 will b	e electronically signed	d and emailed t	o you securely.
If you want your CPT	I-20 printed and	mailed to you via Fed	lEx, please <u>crea</u>	te and pay for a
FedEx waybill on <u>eShi</u>	<mark>ip Global</mark> . Provid	le the eShip Global ord	ler number her	'e:

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