Spring 2013 Checklist for Music Student CPT Employment Authorization

This part-time music CPT application is only for students applying for off-campus work authorization to play for area symphonies that are approved by the School of Music. Students must have this CPT application approved before employment begins for any paid performance and/or rehearsals, and must register for at least one hour of credit in MUS 492 (Section H033) or MUS 692 (Section H033).

If you are applying for CPT authorization for a full-time or part-time internship opportunity that is NOT based on enrolled in MUS 492 (Section H033) and/or MUS 692 (Section H033), please use the appropriate application form found on the ISSS website and follow those specific instructions for CPT.

- Enroll full-time for the Spring 2013 semester to include at least one hour of credit for MUS 492 or MUS 692.
- Formal registration must be completed and all required documentation must be submitted by the CPT deadline before processing can begin. Please allow at least 5-10 working days for processing your application.
- Submit fully completed CPT application to ISSS with signature from student and advisor.
- Prior to submitting your CPT application check your I-20 form for accuracy. Make sure your major, level of study, source of funding, and program completion date are correct. If corrections are needed please notify the ISSS office when you submit your CPT application. Any corrections to the I-20 form could delay the processing of your CPT application.
- The deadline to apply for the music-based CPT is 5:00 p.m. Friday, January 25, 2013. The application must be submitted to the ISSS office by this deadline. NO EXCEPTIONS.
- Allow at least 5-10 working days for processing before your requested start date from the date we receive all your application materials.

Note: You are not authorized to begin working unless and until this application is approved by our office and you have picked up your CPT authorization I-20 from the ISSS Office.