Softdocs etrieve - Form Instructions
INTL Curricular Practical Training (CPT) Request

Direct link to form: https://dom.etrieve.cloud/central/forms/298

Alternate access:
1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "International Student Services" section (or search form name at top)
4. Click on desired form

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Workflow process:
1. Student starts form and their information autofills.
2. Student completes their sections and signs.
3. Student receives an email confirming submission.
4. International Student Advisor receives an email notification to approve/deny.
5. If denied, email notifications sent to: Advisor, Student, International
6. If approved, email notifications sent to: Advisor, Student, International
7. Form files in Softdocs etrieve Content (document repository).
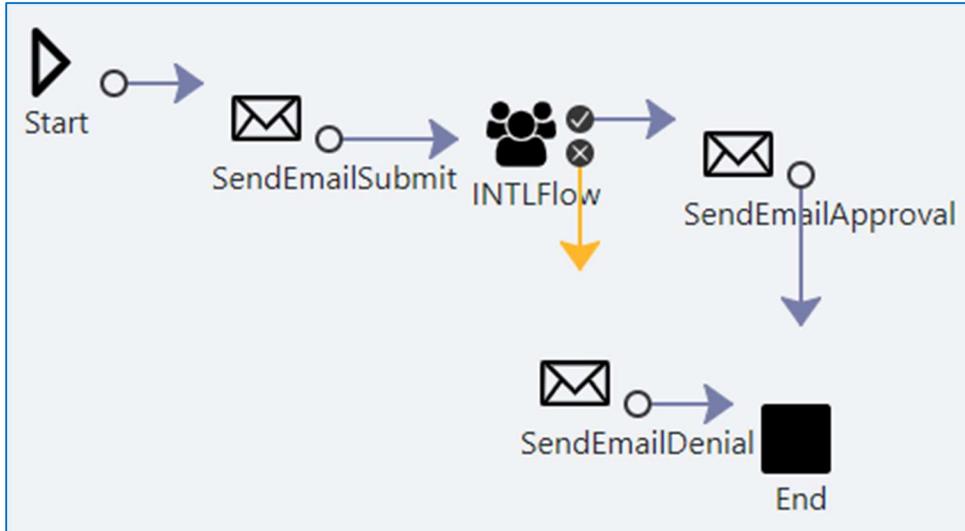
Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).
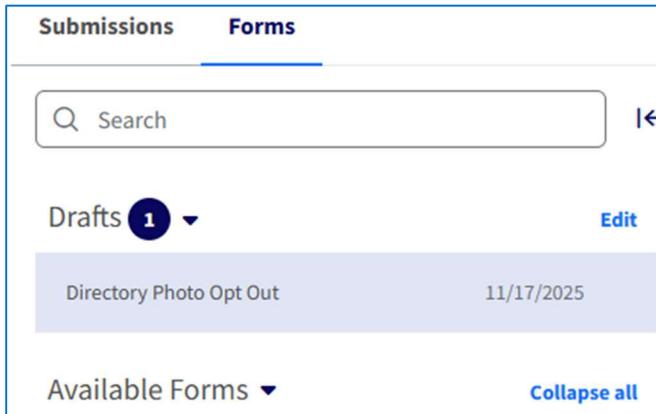
From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.
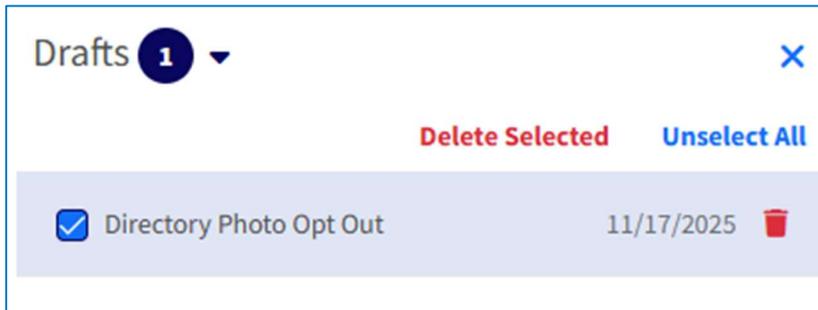
When a draft is open, it can also be deleted using trash icon at bottom of form.

Form errors:

All boxes with red asterisk must be completed to "submit" a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.
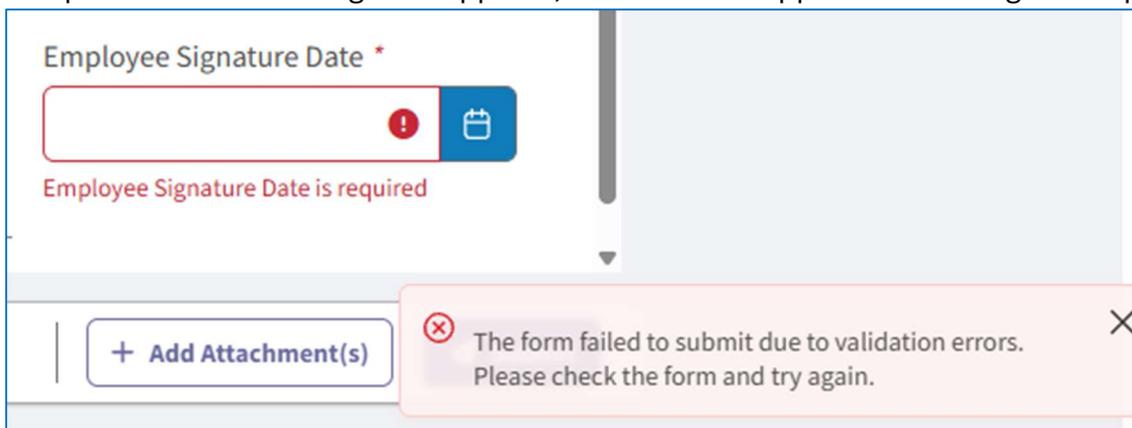
Example screenshots:

DOMINICAN UNIVERSITY
International Student Services
7900 W. Division St, River Forest, IL 60305

Curricular Practical Training (CPT) Request

Form started by: student

Student Information

Student DU ID

9■■■■

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

SEVIS ID

N0012345678

Example: N0012345678

Last Name (on passport) *

Luce

Given Name (on passport) *

Marjorie

Country of Citizenship

United States of America

Major

LIS|No|No

Degree Objective

Master's

Degree Start Year *

2022-23

Example: 2025-26

Degree Start Term *

Fall

Anticipated Degree End Year *

2026-27

Example: 2025-26

Anticipated Degree End Term *

Spring

Advisor Full Name

Marjorie Luce

Advisor DU Email

mluce1@dom.edu

CPT Application Checklist

All documents listed below must be completed prior to scheduling a meeting with Career Programs and Employer Relations.

- I have an internship/employment offer letter on company letterhead that includes start date, end date, number of hours per week, and signature from the employer.
- I have an internship/employment offer letter that includes a description of job duties demonstrating direct connection to my major and degree level.
- I will enroll and will remain enrolled in an internship course during the term the CPT work authorization will occur.
- I understand that I cannot begin my internship until the start date on the CPT I-20 and cannot work past the end date on the CPT I-20.
- I completed this form, wrote the explanation below, and signed the certification.

My CPT internship course number is *

CP 355 04

Examples: CP 355 01, MGMT 799 01, etc.

F-1 visa regulations require that a practical training opportunity be directly related to the student's major area of study. Explain in 3-5 sentences how your employment/internship, as described in your employment/internship offer letter, is directly related to your major field of study:

Explanation *

This internship opportunity is related to my major...

SOCIAL SECURITY NUMBER

A Social Security Number (SSN) is required to receive wages and to file taxes. If your CPT has been approved by Dominican University and you do not have a SSN, please contact the International Student Advising Office. Students who already have an SSN do not need to apply for a new SSN. The earliest you can apply for a Social Security Number is 30 days before your CPT internship/employment start date. For more information about applying for an SSN, please review the **Getting a Social Security Number** on the International students page under Continuing students.

Signatures

CERTIFICATION: I have read and understand the eligibility requirements and work restrictions of CPT. I certify that my practical training opportunity is directly related to my major field of study and have provided an accurate description of how my employment/internship is directly related to my major field of study. I will notify an F-1 Counselor at Dominican University immediately regarding any changes or deviations from the offer letter or explanation provided above regarding my CPT opportunity. **I understand that if I drop or do not complete the internship course required for CPT authorization during this term, my CPT authorization will be revoked. I understand that if I continue to work after dropping or completing the internship, I will be in violation of my F-1 status.**
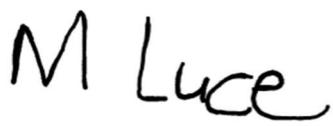
Student Signature *

I understand that this constitutes my legal signature on this document.

Student Signature Date *

Signature   ✕

   ✒ **Draw**   ⌨ Type

M Luce

Clear

☑ I understand that this constitutes my legal signature on this document.

Cancel   **Create Signature**

Draw OR Type your signature

Signature   ✕

   ✒ Draw   ⌨ **Type**

Full Name

Marjorie Luce

Preview

Marjorie Luce

☑ I understand that this constitutes my legal signature on this document.

Cancel   **Create Signature**

Student Signature *
I understand that this constitutes my legal signature on this document.

Marjorie Luce ✒

Student Signature Date *

03/06/2026 📅

⬇ Save | + Add Attachment(s) ✈ **Submit**

DON'T FORGET TO SUBMIT!

✓

Curricular Practical Training (CPT) Request V1
submitted

Your form has been submitted and will be processed soon.

International DSO Signature *
I understand that this constitutes my legal signature on this document.

INTL DSO Signature Date *
03/06/2026

INTL Office Use Only

Approved? *
No

Denial Reason *
This internship is does not align with major

Academic Year *
2025-26

INTL Notes

Student Status *
Currently Enrolled

Grad or Inactive Date

⬇ Save　　🔒 Unlock　│　✕ Decline　│　✓ Approve

DON'T FORGET TO CLICK DECLINE!

International DSO Signature *
I understand that this constitutes my legal signature on this document.

INTL DSO Signature Date *
03/06/2026

INTL Office Use Only

Approved? *
Yes

Academic Year *
2025-26

INTL Notes

Student Status *
Currently Enrolled

Grad or Inactive Date

⬇ Save　　🔒 Unlock　│　✕ Decline　│　✓ Approve

DON'T FORGET TO CLICK APPROVE