1. Go to the Suncas Immigration Advising Portal: https://suncas.trine.edu/
2. Click on New Student/Alumni Login

# Office of International Services Login Page

The Office of International Services provides a variety of online services for our institution's international students. Please log in using one of the options below to view information or to make a request.

## Current Students

For full access to your international services account, please log in.

[ Login ]

A Trine University Account and password are required.

**Don't Have a Trine University Account?**
New students and Trine alumni on OPT can log in with their University ID number, PIN, and date of birth.
**New Student/Alumni Login**

## Current Faculty and Staff

[ Login ]

3. Click Email me my Limited Service Pin

# Login to International Services - Limited Services

Use your temporary identification number, date of birth, and PIN to log into this site. If you do not have a PIN, please click the link below to send yourself a PIN.

These are services that allow you to update information and make electronic requests with the international office.

(*) Information Required

Trine University ID*

[                                    ]

Date of Birth*

[📅] [ MM/DD/YYYY ]

Limited Access PIN *

[                                    ]

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

[ Login ]

**E-mail me my Limited Access PIN**

4. Type in your Student ID number.  This number can be found in your Acceptance Letter.

# International Services Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

(*) Information Required

University Identification Number*

[                                                      ]

[ Submit ]

5. Your Limited Services PIN will be emailed to the email you used to apply for Trine University.

6. If you receive the error seen below, it means your International student account has not been activated yet.  Please make sure you completed the Intent to Enroll Form and paid the Enrollment Fee.  It can take up to 5 business days after you have completed the necessary work for your account to be activated.

# International Services Limited Services PIN Lookup

Please provide your University Identification Number to have your Limited Services PIN e-mailed to you.

(*) Information Required

> **Error - You must correct your errors below and resubmit**
>
> **There is no record matching the provided University Identification Number. Please double-check the information you provided.**

University Identification Number*

[ ▬▬▬▬                                               ]

[ Submit ]

7. Once you have received your PIN, go back to the Suncas Immigration Advising Portal and click on New Student/Alumni Login again

8. Input the requested information and click login

# Login to International Services - Limited Services

Use your temporary identification number, date of birth, and PIN to log into this site. If you do not have a PIN, please click the link below to send yourself a PIN.

These are services that allow you to update information and make electronic requests with the international office.

(*) Information Required

Trine University ID*

Date of Birth*

📅 MM/DD/YYYY

Limited Access PIN *

Your Limited Access PIN is necessary to confirm your identity. If you have yet to receive it, or have forgotten it, you may request that the system e-mail it to you.

Login

**E-mail me my Limited Access PIN**

9. Once you login, you will see the following page. On the left hand side, select Curricular Practical Training (CPT). If you do not see this, it is likely your Visa status in our system is not F1. Only students on an active F1 Visa can access this application. You will need to complete the Change of Visa Status form and wait for it to be processed before you will be able to apply for CPT.

## International Services

**Home**

**Curricular Practical Training (CPT)**

**Optional Practical Training (OPT)**

**STEM Optional Practical Training (OPT)**

**Student Services**

# International Services Services Home Page

Online Services for International Students: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

🔔 **Notifications**

There are no current notifications.

📑 **Requests**

You have no requests at this time

10. Read through the information, including that found on our CPT Webpage and select the CPT Application once you are ready to apply:

# Curricular Practical Training (CPT)

Please visit the **CPT webpage** before applying. You will be required to upload a job letter and provide a job description.

Request a CPT authorization or End current CPT. If you are new to Trine and do not yet have your Trine I-20, your CPT request will be reviewed after your initial I-20 is issued.

To extend current CPT with the same employer select CPT Authorization Request.

Select CPT Update Employment End Date if you are ending your CPT with the authorized employer before the CPT end date on your I-20.

## Tasks

📝 **CPT Authorization Request**

11. You must complete all 5 forms for your application to be submitted. You will receive an email stating your application was submitted successfully if we have received your application.

# CPT Authorization Request

Please visit the **CPT webpage** before applying.

Once you have a job offer letter with the information below and a US address, you can apply for CPT

The last day to start CPT is 4 weeks before the end of the semester.

**The CPT offer letter/employment verification letter must:**

- Be written on the company's letterhead
- Be addressed to you or your Trine student email
- Include job title
- Provide job description that is related to your Trine major
- Specify the employment address (street, city, state, and zip code) and contact information (phone number and email).
- Specify if the employment is full- or part-time
- Specify your start date - we can accept old offer letters as long as they do not have an end date

## E-Forms                                                                                    −

☐ **REQUIRED**
**CPT Authorization Request - US Address**

☐ **REQUIRED**
**CPT Authorization Request - Employment Information**

☐ **REQUIRED**
**CPT Authorization Request - Employment Documentation**

☐ **REQUIRED**
**CPT Authorization Request - Student Experiential Learning**

☐ **REQUIRED**
**CPT Authorization Request - Submission**

12. In the Student Experiential Learning Request Form, you will have a link to download both the file and instructions. Please follow the instructions as it gives you a very detailed breakdown of what information we need in each section.

# CPT Authorization Request - Student Experiential Learning

**MAIN PAGE FOR E-FORM GROUP**

(*) Information Required

Download and complete the Student Experiential Learning Agreement document below. Review all information on pages 1, 2 & 4. Complete all requested information on pages 3 & 5. This document must be signed by the student and the employer for curricular practical training (CPT) approval. Failure to complete this document in its entirety will result in automatic denial of CPT authorization request.

To download the file, access the link below. Then you can click on File -> Download -> Microsoft Word (docx.)

*Student Experiential Learning Agreement*

*Student Experiential Learning Agreement Additional Instructions*

Please upload the completed Student Experiential Learning Agreement provided above. Failure to obtain required signatures will result in automatic denial. *

**Select File**

**Submit**

13. You will need to download a new blank agreement each time you apply for CPT. The document is updated every semester and we cannot accept old files.