

MS ABA Newly Admitted International Student Guide to Practicum Placement Eligibility Process

F-1 international students admitted to the MS ABA program must apply for the [Curricular Practical Training \(CPT\)](#) employment in order to be eligible for the program's practicum placement requirements. The CPT application process is managed by the [International Students and Scholars Center \(ISSC\)](#) under the [F-1 off-campus employment during academic program](#) online information. Students must review the CPT information to comply with the application requirements, and must be aware of the appropriate measures and timelines for doing so. Students are highly encouraged to attend a [CPT information session](#) hosted by ISSC prior to beginning the CPT application process.

Practicum Placement Process Overview:

- Once admitted to the MS ABA program, international students must prepare to come to ASU. The preparation process involves many important tasks, including requesting an I-20 and applying for a student visa. Please refer to the steps and requirements outlined by the ASU International Admission Office, [here](#).
- In the summer months leading to the start of the first fall semester, new students are sent a MS ABA Summer To-Do List with tasks to complete before the start of the program. The To-Do list includes items such as registering for fall courses, obtaining a fingerprint clearance card, completing online training courses, and more.
- The week before classes start new student orientation events, training courses, and other preparatory events/sessions take place. New international students are expected to attend the [ASU International Student Orientation](#), and all new MS ABA students must attend the MS ABA New Student Orientation Events scheduled for the week before classes. The MS ABA Orientation events include the program orientation, training sessions, and the Fall Meet & Greet event.
- New students attend the Meet & Greet event to engage with and learn more about the program's partnered practicum placement sites to aid in the ranking and matching process for the first practicum placement. The practicum matching process may take up to 10 days.
- Once matches are announced, new international students are encouraged to promptly initiate contact with their site supervisor. The MS ABA program requires a Practicum Placement Contract of each student and their site supervisor before initiating any practicum experience hours. As part of the CPT application process, ISSC also requires a similar document ([Employment Letter](#)), which is to be completed by the student and their supervisor in the same timeframe as the practicum contract.
- Students will only apply for CPT via the [CPT I-20 Request eForm](#) once they have matched with a partner site and completed the required CTP application documentation (employer letter, passport expiration date, I-94). Students will route the eForm to the MS ABA Program Director in the 'Advisor' section for academic unit review and approval.
- After unit approval, ISSC may take up to 10 business days for eForm processing. Students will continue working with their practicum site to complete the new hire/onboarding process. ISSC then notifies students via email of their completed CPT I-20 documentation, including information for in-person pick up or document shipment instructions.
- Students complete the new hire process to begin employment with their partner site. Finally, students apply for a Social Security Number (SSN), if they do not already have one.

International students will apply for CPT four times throughout the MS ABA program:

1. Fall/Term 1 – Prior to the start of the first practicum placement
2. Spring/Term 2 – Prior to the start of the Spring semester
Documentation submitted for the Term 1 CPT may be resubmitted, as this is a continuation of practicum placement #1, unless any information has changed in which it must be updated.
3. Summer/Term 3 & Fall/Term 4 – Prior to the start of Summer and Practicum Placement #2
The Summer CPT application will encompass the summer and following fall semester.
4. Spring/Term 5 – Prior to the final Spring semester of the program
Documentation submitted for the Terms 3/4 CPT may be resubmitted, as this is a continuation of practicum placement #2, unless any information has changed in which it must be updated.

Contact Information:

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[International Students and Scholars Center](#)

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MS ABA

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MS ABA Practicum Eligibility and Placement Process

