CPT Checklist

Please make sure that you collect the following before you make an appointment with the International Student Advisor to have your CPT authorized. CPT will not be authorized unless all required documentation is submitted.

- **Application for Curricular Practical Training** – completed in full by the student and signed by the student’s academic advisor or department chair.

- **Current I-20 form**

**Either:**

- A copy of a UND Academic Catalog entry or letter from the department chair showing that such employment is required of all students in that department in order to graduate,

  **Or:**

- Evidence of registration for cooperative education / internship credit hours (if CPT will be authorized during the regular semester, you must still maintain a full course of study. If the course attached to your CPT does not meet the credit hour requirements for full-time, you will be limited to 20 hours per week of CPT and must enroll in additional courses or receive a reduced course load authorization).

**AND:**

- A job offer letter from your specific employer. The employer’s letter must:
  
  - Be on company letterhead
  - Include a job description
  - Include the exact start and end date of your employment
  - Indicate the number of hours per week of employment

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Please remember that you must have a job offer in order to be eligible for CPT. You must not begin working until your International Student Advisor has authorized your CPT.