

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

**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.**