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).

*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.