

Checklist of documents to be submitted to OISS for CPT Authorization

1. CPT Application Form completed and signed by both student and academic department official
2. Employer Agreement stating responsibility, pay rate, beginning and ending dates (must be in future) and working hours per week
3. Job offer letter on Employer Official Letterhead stating the same as in Item 2.
4. Proof of Class registration for the CPT employment
5. Tuition payment receipt for **summer** registration only: (Reason for this requirement: If not making payment, the registrar's system would automatically deregister summer registration that would put an F-1 student on CPT into a situation of engaging in employment without Curriculum requirement.)