

This checklist is prepared to help F-1 visa students apply for Curricular Practical Training (CPT).

Submit this sheet and the two documents noted below to the IPS office. If all requirements are met, the advisor will issue a new I-20 with CPT authorization and email you to come into the IPS office to sign your new I-20. The SEVIS I-20 with CPT authorization serves as “employment authorization” for an employer. (Starred items are required.)

*STUDENT’S NAME: _____ *MTU ID # _____

*DATE CO-OP IS TO BEGIN: _____/_____/_____ DATE CO-OP IS TO END (IF AVAILABLE): _____/_____/_____
DAY MONTH YEAR DAY MONTH YEAR

*Co-op is _____ full time _____ part time

*Address where I will be working is: _____

1. Job offer letter from the employer. It must be printed on the company’s letterhead and must be signed by the employer. It must include:
 - a. the company’s name and street address (If the street address is not on the offer letter, you must provide some documentation of the company’s location.)
 - b. start and end dates of employment (If there is no end date, CPT will be authorized for only one semester.)
 - c. salary / wages and number of hours you will be working
2. Confirmation from the MTU Career Center that you have registered for Co-op credits (required Fall and/or Spring terms.

OR

For Summer Co-op only, the Summer CPT Contract:

http://www.admin.mtu.edu/ips2/Forms/Immigration/CPT_Summer.pdf

INFORMATION:

- F-1 students pursuing a degree at MTU who have completed at least one academic year and who have maintained their F-1 status are eligible to apply for CPT.
- CPT must be in your major area of studies.
- CPT can be part-time (20 or fewer hours per week) or full-time (more than 20 hours per week). You cannot work more than 40 hours per week.
- Twelve months (365 days) of full-time CPT will make you ineligible for OPT. Limit your total full-time CPT to 364 days if you want OPT!
- You must be registered full-time in co-op credits to be on CPT during Fall and Spring semesters (undergrads, 2 co-op credits; grad students, 1 co-op credit). The Career Center manages both graduate and undergraduate co-op registration.
- You can only work until the ending date of CPT employment authorization on your I-20. If your employment is extended, you are required to get authorization and a new I-20 from IPS.
- You must maintain health insurance coverage while you are on CPT, including summer.
- Your CPT I-20 is valid only for the employer for whom it was issued. You may not change employers without obtaining a new I-20.
- If your employer’s address changes, or if your CPT is terminated by you or the employer before the ending date of the CPT, you must notify IPS so that we can update your SEVIS record.