CPT: HOW TO APPLY

HOW TO APPLY FOR CPT:

1. Fill out the CPT application. Print off the PDF, sign, and acquire all mandatory signatures.
2. Must complete the CPT quiz on Blackboard
3. Must be registered in a CPT course for the appropriate semester
4. Have an off-campus job offer directly related to your field of study. Job offer letter should include:
   ▶ Dates of employment
   ▶ Must be signed and on official letterhead that includes address
   ▶ Should have job description/responsibilities
   ▶ Valid contact information for your employer/direct supervisor
5. Must submit a COMPLETED application AT LEAST 2 weeks before requested start date.
6. You may NOT begin work until you have an updated I-20 with employment authorization on the third page and until the start date listed

IS YOUR APPLICATION COMPLETE?

If your application is incomplete, it will cause a delay in processing and you may not be able to start by your requested date.

A completed application includes the following:

✓ Completed CPT Application, printed and with all required signatures
✓ Job offer letter with required information (see above)
✓ Completed Blackboard Quiz (if this is your first CPT)

WHERE IS THE CPT QUIZ ON CANVAS?

1. Log in to Canvas
2. You’ll want to search for the “ISAO CPT QUIZ” course and enroll. Or you could search for “ISAO – INTERNATIONAL STUDENT AFFAIRS OFFICE” and see if you can find the CPT QUIZ that way.
3. You’ll need a score of at least 85 out of 100. The quiz is timed but you can take it multiple times.