

# Curricular Practical Training (CPT) Approval Instructions

**PLEASE NOTE:** Signing up for CP credit does **NOT** automatically give you permission to work. You must have a valid I-20 with the employment authorization before working. If you do not have CPT and work off campus, you are in violation of your status and working illegally.

**READ** Eligibility for CPT before beginning: <http://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/Curricular-Practical-Training/>

**To apply for CPT, complete the following:**

- FOLLOW** all guidelines for co-op/internship through the Career and Professional Development Center: <https://www.sdsmt.edu/Campus-Life/Career-Center/Internships-and-Co-ops/>
- COMPLETE** the CPT Information/Request Form on the Ivanhoe International Center's **Mines Link** page: <https://sdsmt.presence.io/form/curricular-practical-training-cpt-information-form>
  - UPLOAD** Offer Letter in this form (We **cannot** proceed until we have ALL information below)
  - Letter or email from employer on letterhead **MUST** included:
    - brief job description;
    - beginning and ending dates of employment;
    - number of hours per week of employment;
    - specific location of employment (must be physical address, not P.O. Box);
    - supervisor's name, email, and phone number.
- MAKE** an appointment with your internship coordinator or advisor to sign approval form and **REGISTER** for two (2) CP credits for full time employment. You must be registered to comply with the U.S. Government regulations.
  - Talk to your academic advisor or internship coordinator
  - You may need a **Permission of Instruction** form
    - You can find this form here: <https://www.sdsmt.edu/Academics/Registrar/Forms/>



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