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.


To apply for CPT, complete the following:

1. 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/](https://www.sdsmt.edu/Campus-Life/Career-Center/Internships-and-Co-ops/)

2. COMPLETE the CPT Information/Request Form on the Ivanhoe International Center’s Mines Link page: [https://sdsmt.campuslabs.com/engage/submitter/form/start/129329](https://sdsmt.campuslabs.com/engage/submitter/form/start/129329) (requires login)
   - 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.

3. 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.
   1. Talk to your academic advisor or internship coordinator
   2. You may need a Permission of Instruction form
      1. You can find this form here: [https://www.sdsmt.edu/Academics/Registrar/Forms/](https://www.sdsmt.edu/Academics/Registrar/Forms/)

4. MAKE an appointment with the Ivanhoe International Center to authorize your CPT.
   1. Bring your signed request form to your appointment.