

Curricular Practical Training (CPT) Approval Instructions

PLEASE NOTE: Signing up for CP (Cooperative Program) 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 **Rocker Central** 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
 - If an ending date cannot be determined, we will use the last date of the term;
 - Full or part time;
 - specific location of employment (must be physical address, not P.O. Box);
 - supervisor's name, email, and phone number.
- Ivanhoe International Center staff will send information to the internship coordinator/advisor and copy you.**
- 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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