CURRICULAR PRACTICAL TRAINING (CPT) CHECKLIST

Below is a checklist of the items you need to complete your Curricular Practical Training (CPT) application. A full description of eligibility for CPT and the steps needed to complete the application process can be found on the SD Mines Ivanhoe International Center website under Current Students – Working in the USA.

To apply for CPT, make an appointment with the Ivanhoe International Center AFTER completing the following:

- **READ** all information on the SD Mines CPT web page: http://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/Curricular-Practical-Training/

- **COMPLETE** the CPT Information/Request Form on the Ivanhoe International Center’s Mines Link page:
  - [https://sdsmt.collegiatelink.net/form/start/129329](https://sdsmt.collegiatelink.net/form/start/129329) (requires login)
  - Upload Offer Letter in this form
    - Letter from employer on letterhead with **ALL** details included in the body of the letter:
      - 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.

- **RECEIVE** the request form to take to your advisor for approval (from Ivanhoe International Center)

- **REGISTER** for two (2) CP credits for full time employment – You must be registered to comply with the U.S. Government regulations.

- **MAKE** an appointment with the Ivanhoe International Center to authorize your CPT.
  - Bring your signed request form with you at the time of your appointment.

After you have received your CPT I-20:

- **Work ONLY** at the employer shown on CPT I-20 during authorized dates
- **Apply** for Social Security Number, if you have never had one
- **Update** your address with the Ivanhoe International Center once you have moved
  - This must be done within 10 days of moving.

You are required to complete the I-9 form within three (3) days of beginning your employment. Take your Social Security Number, most recent I-94, passport, visa, and CPT I-20 to your employer to show proof of legal employment.