

CPT SELF-CHECKLIST BEFORE MEETING THE ISSS ADVISOR



Please review and check off each requirement needed for the processing of CPT. If you find you have a missing requirement or have not made copies of your information, please cancel the meeting and return when all items are completed.

- I have been enrolled full-time for two consecutive semesters (ex. Fall and Spring)
- My GPA is above a 2.0 for an Undergraduate and a 3.0 for a Graduate
- I have enrolled in an academic course for CPT (ex. UNIV/Co-Op, internship course, 799/899)
- If Summer or Winter registration, I have paid for and have a **printed receipt** showing payment
- I have a **copy** of the signed supporting documentation from my course registration (supervisor agreement/learning contract)
 - For UNIV 098/099 or BMGT098/099: **Copy** of the learning contract
 - For ENCO 098/099: **Copy** of the learning plan
 - For 798/799 or 898/899 registrations: Copy of the academic advisor's letter of support
 - Other departmental internship course: copy of the course number and syllabus
 - 699 (independent study): Copy of letter from professor

- I have a copy of my employment offer letter on official company letterhead for a job directly related to my major. **Please highlight** the following required information on the **copy of your offer letter**:
 - I have a specific start date on my offer letter.
 - I have a specific end date on my offer letter.
 - My specific hours are listed on my offer letter.
 - The specific term *internship* or *co-op* is mentioned in the offer letter.
 - The full address of the location where I will be working is listed on my offer letter. *(If I am working remotely, I have the company's full address and the full address of the remote work location).*
 - My supervisor's full name is listed on my offer letter.
 - My job duties are clearly defined on the offer letter or supporting documents and they directly relate to my major.
 - If you are using 798/799 or 898/899 for your CPT academic registration: My employer's offer letter mentions this research can be used in my thesis/dissertation.*

- My job is located within a reasonable commuting distance of the Washington, DC metro area. (Summer and Winter CPT is exempt from this particular requirement)

By signing below, I acknowledge that once my CPT authorization is processed, it cannot be changed or updated during this term (including changes to employer information, start/end dates of authorization, and my authorization cannot be removed from my SEVIS record in the event I do not begin or complete the internship). I also understand that if my cumulative GPA drops below the minimum required GPA during my internship, the remainder of my authorized period of CPT will be revoked.

PRINT NAME

UID

SIGNATURE

EMAIL ADDRESS