Checklist of documents to be submitted to OISS for CPT Authorization

1. **CPT Application Form** completed and signed by both student and academic department official

2. **Employer Agreement** stating responsibility, pay rate, beginning and ending dates (must be in future) and working hours per week

3. **Job offer letter on Employer Official Letterhead** stating the same as in Item 2.

4. **Proof of Class registration for the CPT employment**

5. **Tuition payment receipt for summer registration only**: (Reason for this requirement: If not making payment, the registrar’s system would automatically deregister summer registration that would put an F-1 student on CPT into a situation of engaging in employment without Curriculum requirement.)