

CPT CHECKLIST

Students seeking permission to work off campus must be registered for a course that requires the work experience as well as have a job offer and permission from their academic advisor. Additionally, you must also have your prospective employer complete the Cooperative Agreement for Curricular Practical Training form. Once all of these conditions are met, you may apply for CPT by completing the information at: [www.gvsu.edu/istudents/cpt](http://www.gvsu.edu/istudents/cpt)

Please allow 5 working days for your CPT to be issued. You will receive an email from the Padnos International Center with instructions on picking up the I-20

Once you have your I-20, you will need to work with the Human Resources Office at your employer to complete the I-9 form and any other necessary paperwork. You may want to also discuss your FICA withholdings with the Payroll Office at your employer.

IMPORTANT NOTES AOBUT CPT:

GVSU permits CPT for international students one semester at a time. If you must have an experience that is longer than one semester, you will need to either register for another class or receive an Incomplete grade for your current class. You will have to resubmit all of the documents to the online portal at [www.gvsu.edu/Istudents/cpt](http://www.gvsu.edu/Istudents/cpt)

CPT may be authorized for part time or full time. Students with more than 360 days of full time CPT during their degree period lose their ability to apply for OPT. Part time CPT Employment does not count against OPT Eligibility

Your Job offer letter should include;

Name and address of your employer

Supervisors name, phone number and email address

Your position/title

How your position relates to your major

Star and anticipated end date

How many hours of work per week

If you have questions, please email: [istudents@gvsu.edu](mailto:istudents@gvsu.edu)