HOW TO APPLY FOR CPT:

1. Fill out the CPT application. Print off the PDF, sign, and acquire all mandatory signatures.
2. Must complete the CPT quiz on Canvas.
3. Must be registered in a CPT course for the appropriate semester.
4. Have an off-campus job offer directly related to <u>your field of study</u>. Job offer **letter should include**:
   - ➡ Dates of employment
   - ➡ Must be signed and on official letterhead that includes address
   - ➡ Should have job description/responsibilities
   - ➡ Valid contact information for your employer/direct supervisor
5. Must submit a **COMPLETED** application **AT LEAST 2 weeks** before requested start date.
6. You may NOT begin work until you have an updated I-20 with employment authorization on the second page and until the start date listed

IS YOUR APPLICATION COMPLETE?

If your application is incomplete, it will cause a delay in processing and you may not be able to start by your requested date.

A completed application includes the following:
- ✓ Completed CPT Application, printed and with all required signatures
- ✓ Job offer letter with required information (see above)
- ✓ List of expected duties and responsibilities of the position (can be listed on the job offer letter)
- ✓ Bulleted list of hard skills you expect to learn during the CPT opportunity
- ✓ The detail of the class that you are linking to CPT (can be found in Pathway)
- ✓ Completed Canvas Quiz (if this is your first CPT)

WHERE IS THE CPT QUIZ ON CANVAS?

1. You can send an email to our office at isao@umkc.edu and request the invite be sent to you.
2. You will receive an email with instructions regarding the invite for the quiz.
3. You'll need a score of at least 85 out of 100. The quiz is timed but you can take it multiple times.