



University of Northern Virginia

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CPT Application Checklist

		Item Required for CPT Placement Approval
CPT Office	Student	
CPT Office		
<input type="checkbox"/>	<input type="checkbox"/>	CPT Application Form
<input type="checkbox"/>	<input type="checkbox"/>	F-1 status for 1 year
<input type="checkbox"/>	<input type="checkbox"/>	Minimum 3.0 CGPA
<input type="checkbox"/>	<input type="checkbox"/>	Student registered for a full course load
<input type="checkbox"/>	<input type="checkbox"/>	Address is current or Change of Address is attached
<input type="checkbox"/>	<input type="checkbox"/>	Placement is 20 hours per week or less
<input type="checkbox"/>	<input type="checkbox"/>	Work site is within 250 miles of UNVA
<input type="checkbox"/>	<input type="checkbox"/>	Copies of the first and last pages of passport
<input type="checkbox"/>	<input type="checkbox"/>	Copy of F-1 visa
<input type="checkbox"/>	<input type="checkbox"/>	CPT Consent Form
<input type="checkbox"/>	<input type="checkbox"/>	UNVA Form I-20
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Job Placement Letter with Job Description
<input type="checkbox"/>	<input type="checkbox"/>	CPT documents sent to P/DSO
<input type="checkbox"/>	<input type="checkbox"/>	Documents uploaded to Document Tracking
Academic Department		
<input type="checkbox"/>	<input type="checkbox"/>	Job Placement Letter with Job Description
<input type="checkbox"/>	<input type="checkbox"/>	Registered for a CPT course
<input type="checkbox"/>	<input type="checkbox"/>	Signed CPT Approval Form from Chair

