**Obtain Employment**

- Obtain employment and get a signed job offer letter
- Letter should include: job title, paid or unpaid, number of hours, employment start and end date, employer's address, and supervisor's name, telephone, and email.

**Get Department Approval**

- Have professor complete his/her part of the CPT Endorsement Form to verify the department's approval of your CPT and the required course taken for credit.

**Submit to DSO**

- Submit your completed CPT form and job offer letter to a Designated School Official at OIIL. Standard processing time is up to 5 business days.

**Apply for SSN**

- If you do not already have a Social Security Number, you will need to apply for one once you receive your CPT I-20 (up to 30 days prior to your CPT start date).

**Present Documents to Employer**

- Present your CPT I-20, passport, Social Security Card, and I-94 record to your employer so they can verify your employment eligibility as needed.

**Register**

- Register for your independent reading, study, research, or other approved course by the required drop/add deadline.

**Extend/Change**

- Repeat previous steps if you need to extend your employment or change employers. To prevent a break in employment eligibility, apply at least two weeks before your current CPT authorization expires. Working before or beyond the authorized dates of employment would be a violation of your student status. Also, keep your address updated by contacting Liz Cody, ecody@carleton.edu.