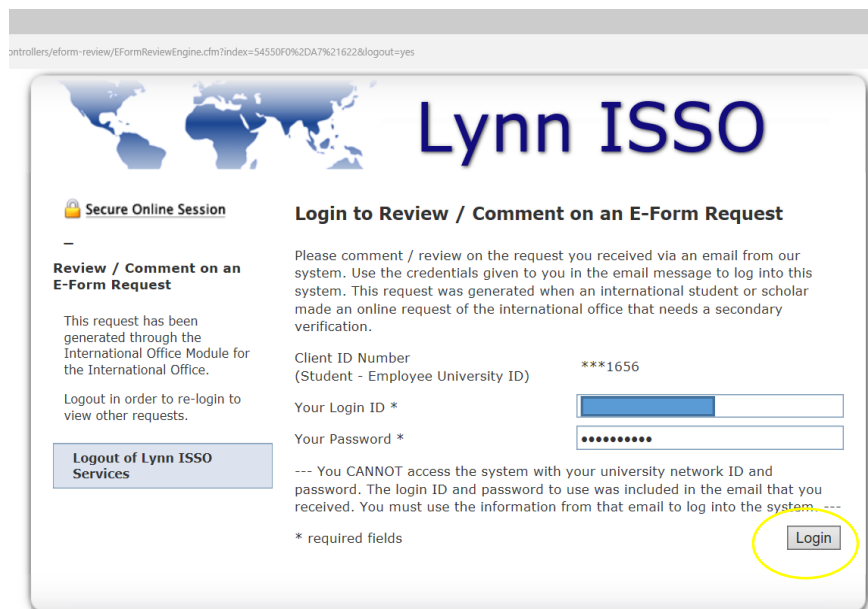As the employer, you will receive an email to complete the employer section of the CPT/Employment Authorization form. This is where you will verify that the student has been offered employment by your company/organization. Once you submit the employment verification, the information will be routed to the International Student Services Office for processing.

1. Email is routed to employer. See sample of the email below. You will need to click on the CPT Request Form link provided in the email.
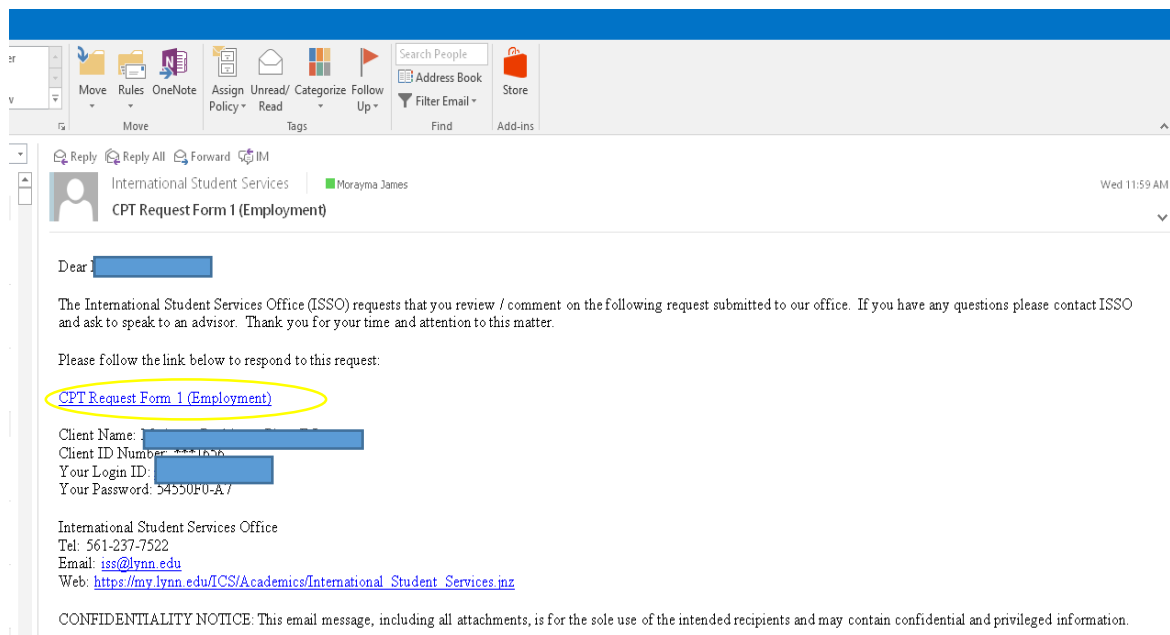
2. The login information will be automatically generated. Click on the Login button (see illustration below.

3. To view the information the student has submitted regarding the CPT/Employment opportunity, click on the "CPT Request Form" link on the top of the form (see illustration below).

4. Complete the CPT Request Form and click on Submit when finished.