

The instructor of the course to which the training experience is attached must explain why the proposed off-campus training opportunity is integral to the student's degree program. The details provided in this letter are necessary to approve CPT because they will be entered into SEVIS, a government database that is accessible by the Department of Homeland Security. The letter will be kept in the student's file, which can be requested by the Department of Homeland Security at any time as proof that the student is not engaging in unauthorized work.

CPT cannot be authorized without this letter and a course syllabus. If you have questions about this letter, please contact the International Student Coordinator at erin.marie.anderson@minotstateu.edu.

The CPT Objectives Letter must include the following:

- The course number and title.
- Specify which major degree requirement would be met through the training experience.
- A list of goals and objectives for the training experience.
- The method of evaluation.
- You must attest that the student's participation in the training will not prevent the student from making normal academic progress (i.e. will not delay graduation).
- The employer's name and a detailed job description.

***Be sure to attach a **course syllabus** to the letter.