

If you want to complete an internship or co-op off-campus throughout the summer break, you must participate in the CPT program.

### [US Government Guidelines for CPT/OPT](#)

#### **Information international students need to know about CPT:**

1. You begin by securing an internship or co-op. As covered in the guidelines for CPT/OPT above, the internship or co-op **must** be related to your program of study. **It must be related to your major. It cannot be related to a minor.**
2. After securing the position and receiving your offer letter, complete the [CPT Application Form](#).(add hyperlink for CPT app)
  - a. Note: The offer letter must include your supervisor's name and contact information, start and end dates for the position, physical address where you'll be working, and salary information.
3. Once you've completed the form, email to the Office of International Student Services at [internationaladmit@bluefieldstate.edu](mailto:internationaladmit@bluefieldstate.edu)
4. Once received, the Office of International Student Services will review the application materials and approve the CPT position.
5. After approval, the Office of International Student Services will notify the student that their application has been approved and the student can then work with the Dean to be enrolled into the appropriate class.