

BMGT009 Registration Approval Checklist

FOR INTERNATIONAL STUDENTS ON F-1 VISA - IMPORTANT NOTE: The Smith Office of Career Services does NOT grant CPT approval. Registration in this course does NOT guarantee CPT authorization.

Click [HERE](#) to review and understand CPT requirements prior to registering for this course.

Review and check off each requirement needed for registration approval. If you find you have a missing item, please make sure all items are completed before moving forward.

- I have been enrolled full-time for two consecutive semesters (ex. Fall and Spring).
- My GPA is above a 3.0.
- I have a Curricular Practical Training Verification with the hand-written signature of my internship supervisor. *(Download from HireSmith resource library)*
- I have an employment offer letter on official company letterhead for a job directly related to my major.
Please **confirm** the following required information is in your offer letter:
 - Exact start and end date
(Dates must fall within the beginning and end of the semester you are applying)
 - The specific number of work hours per week
 - The word "internship" or "co-op" is explicitly stated
 - The full address of the work location included in the body of the offer letter
(If working remotely, have the company's full address and the full address of the remote work location)
 - Supervisor's full name
 - Job duties are clearly defined in the offer letter or supporting documents and they directly relate to my major.
 - Compensation
(If no compensation, letter should state "unpaid")
- I have completed my Experiential Learning profile on HireSmith and submitted the following documents with my application:
 - Employment offer letter
 - Signed Curricular Practical Training Verification
 - Detailed job description outlining duties/responsibilities if not listed in offer letter
- I have created a HireSmith Experiential Learning profile and completed all sections.
- My internship/co-op is located within a reasonable commuting distance, no more than 75 miles from UMD
(Summer and Winter CPT is exempt from this particular requirement)