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preparation
Career career
offer
Employment
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CPT
International
Experience
service Network Internship

Curricular Practical Training
International Career workshop



International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

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AGENDA

- ❑ ISSS
 - ❑ What is CPT
 - ❑ Eligibility
 - ❑ Requesting CPT
 - ❑ Extensions
- ❑ Questions from you



What exactly is CPT??

Curricular Practical Training (CPT) is temporary authorization for an “alternative work/study, internship, cooperative education, or any other type of required internship or practicum”

Off-campus work opportunity in your major field of study (not your minor)

- Must be “an integral part of an established curriculum”
- Only available prior to your CU graduation
- CPT is employer and date specific
- Can be part-time (*20 hrs. or less*) or full-time (*over 20 hrs.*) employment
- Must have authorization from ISSS. You need a new I-20 with CPT authorization before you begin working !!



CPT eligibility Requirements

You must meet **ALL** of the following criteria in order to request CPT:

- Must be in valid F-1 status;
- Must have completed 1 full academic year (Fall & Spring semester) of continuous full-time enrollment;
 - Summer enrollment does not count towards the one full academic year requirement
- NO incomplete grades in the current or previous semesters;
- Currently enrolled full-time at CU-Boulder, or have an approved Reduced Course Load
 - *If CPT will occur during a vacation period, you must be enrolled in the next available term*
- You have a job offer (*offer letter and position description*)
- Complete the electronic CPT agreement form



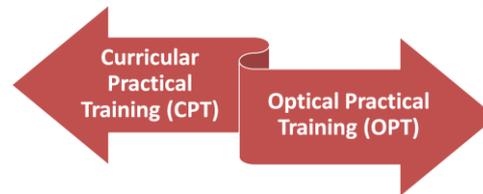
Part-time CPT vs. Full-time CPT

Part-Time: 20 hours or less per week

- Engaging in part-time CPT does not impact your OPT eligibility

Full-Time: More than 20 hours per week

- If you are authorized for a cumulative total of 12 months or more of full-time CPT, *you are not eligible for OPT at your current degree-level*
 - You may want to consider limiting full-time CPT to 11 ½ months or less so there is no question about your OPT eligibility



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Duration of CPT



- CPT is authorized one semester at a time
- CPT can be extended
- An extension request is required by YOU at least 1 week before the current CPT end date. This means ISSS receives it 1 week before end date



Requesting CPT

PLAN AHEAD!!

Submit the CPT paperwork using DocuSign at least 2-3 weeks before your requested employment start date

If your requested employment start date is before the date ISSS attempts to process your request, you will have to provide ISSS with an email or letter from the employer indicating:

- 1) Your new start date *and*
- 2) Confirmation that you have not worked for them without authorization

Obtain a job offer letter from your employer on company letterhead
Offer letter must meet ISSS specifications– sample on next slide



Requesting CPT (*continued*)

- You complete the ISSS DocuSign [CPT Agreement Form](#) to start the process

- 4 sections:

- You
- Your supervisor
- Career Services
- ISSS



- You upload the job offer letter, and job description (*two documents*)
- Your supervisor / HR completes the employer information section
- CU Career Services reviews job offer letter / job description to confirm it is related to your major
- International Student and Scholar Services reviews signatures, information, and confirms eligibility for CPT. Authorizes.

Note: A signature from Career Services does not guarantee that ISSS will authorize CPT employment



What Does ISSS do?

First, ISSS will review:

- ✓ The DocuSign CPT Agreement Form

Then, ISSS will check:

- ✓ Your **registration history** to confirm you have completed two terms in full-time status
- ✓ Your GPA to determine eligibility
- ✓ Your **course registration** for the current semester to confirm full-time enrollment (or an authorized equivalent) or, in the case of a summer CPT or an extension, ISSS will check your next semester registration

If your request is complete and you meet the eligibility requirements, ISSS will:

- ✓ Issue you a NEW I-20 with CPT authorization on p. 2
- ✓ Email you to let you know that your I-20 is ready for pick-up

Important reminders



You cannot start working on CPT until:

1. You request and receive a new I-20 in-hand from ISSS that authorizes CPT;

AND

2. It is the start date, or later, of the authorization period indicated on your CPT I-20

You can only work for the employer listed on p. 2

You can only work for the number of hours listed on p. 2

- *Part-time (20 hours or less) or Full-time (more than 20 hours)*

Important reminders

1. You can only work during the CPT authorization period
2. You cannot work past the end date listed in on p. 2

Receive CPT authorization from ISSS every time you change employers, extend your dates of employment, or change from part-time to full-time.

3. *CPT approval does not mean you can work anywhere off-campus!*
4. It is your responsibility to apply for CPT and CPT extensions in a timely manner.
ISSS will not remind you to extend
5. **If you work off-campus beyond your CPT end date and/or without CPT or OPT authorization, your F-1 status will be terminated.**



Extending CPT

- PLAN AHEAD! Extend your CPT BEFORE current authorization ends
- Complete a NEW DocuSign [CPT agreement form](#)
- Obtain a NEW offer letter on letterhead with the new end date and employer's signature. You can use the original offer letter if it covers the new request dates
- Complete CPT agreement form several weeks before expiration date—ISSS should receive it at least 1 week before expiration date



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Social Security, & Taxes

Social Security Number (SSN)

If you have a paid position and do not currently have an SSN, you must request supporting documents from ISSS online [SSN Letter Request Form](#)

Taxes - You need to file taxes every April you live in the U.S. – whether you earn income or not!

Social Security and Medicare Taxes

F-1 & J-1 students with CPT, OPT, or AT are [exempt from Social Security \(F.I.C.A\) and Medicare taxes](#) as long as they are considered a non-resident status for tax-filing purposes. However, they may be subject to these taxes after 5 years

Federal, State, and Local Taxes

Federal, state, and local taxes will be withheld from your paycheck by employers unless you qualify for a tax treaty exemption

I-9: Employment Eligibility Verification



Use Career Services to find your next opportunity!



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Where can I find extra support?

Career Services: Free services for all students!

Drop in times and location:

- Drop ins from Monday-Thursday 11am-4pm
 - (Drop-Ins are not available during Fridays, holidays, poor weather, breaks and some events.)
- Graduate students should make an appointment on [Handshake](#), Monday to Friday 8am-5pm
- **Center for Community, 4th floor, suite 440**
- **Tel: 303-492-6541**

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Questions from you



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