Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is a temporary employment authorization for an “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

CPT can only be authorized prior to your degree completion for a work experience that is in your major field of study and considered to be “an integral part of an established curriculum.”

CPT can be authorized for work that is part-time (20 or fewer hours per week) or full-time (over 20 hours per week) if you meet the CPT eligibility requirements, are in good academic standing, and have a qualifying GPA.

- The minimum passing GPA requirements may be higher depending on your College's policies.
- Students who are suspended or on academic probation in their school/college are not eligible for CPT.

<table>
<thead>
<tr>
<th># Hours of CPT</th>
<th>GRADUATE</th>
<th>UNDERGRAD</th>
<th>LAW</th>
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</thead>
<tbody>
<tr>
<td>Full-Time (More than 20 hr/wk)</td>
<td>3.5 GPA or Higher</td>
<td>3.0 GPA or Higher</td>
<td>2.5 GPA or Higher</td>
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<tr>
<td>Part-Time (20hrs/wk or less)</td>
<td>3.0 GPA or Higher</td>
<td>2.0 GPA or Higher</td>
<td>2.0 GPA or Higher</td>
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<tr>
<td>Full-Time or Part-Time During Summer Break</td>
<td>3.0 GPA or Higher AND Registered in Summer or Fall</td>
<td>2.0 GPA or Higher AND Registered in Summer or Fall</td>
<td>2.0 GPA or Higher AND Registered in Summer or Fall</td>
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<tr>
<td>Full-Time or Part-Time During Winter Break</td>
<td>3.0 GPA or Higher AND Registered for Spring</td>
<td>2.0 GPA or Higher AND Registered for Spring</td>
<td>2.0 GPA or Higher AND Registered for Spring</td>
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- CPT is only authorized in terms in which a student is enrolled full-time (or an authorized equivalent).
  - Exception: Students requesting CPT in the summer, must be enrolled in either the summer or fall.
- If authorized for a cumulative total of 12 months or more of full-time CPT at a degree level, you are ineligible for OPT.

Eligibility Requirements

- You are a degree-seeking student in valid F-1 status;
- You completed one full academic year (Fall & Spring semester) of continuous full-time enrollment
  - Summer enrollment does not count towards the one year full-time enrollment requirement
- You are in good academic standing with your College/School/Department
- You meet the minimum GPA requirements (see chart above)
- Grades have posted to MyCUInfo for the most recent semester and you do not have any incomplete grades on your transcript from the current or previous semesters;
  - Exception: thesis and dissertation credits
- You are currently enrolled full-time at CU-Boulder or have an approved Reduced Course Load (RCL);
  - If CPT will occur during winter or summer break, you must be enrolled in the next consecutive term (e.g., Summer-> Fall; Winter-> Spring)
- You maintain an on-campus presence through enrollment in at least one on-campus course requiring physical presence on campus even in your final semester
  - If you plan to graduate in the summer, you must still be registered for credits that require on-campus presence in the summer; enrolling in only distance credits is not sufficient.
- You have a job offer (offer letter and position description) for employment in your major field of study (not minor or previous major) where there is a direct employer-employee relationship (not 1099 contract employment); AND
- You must complete the CPT Agreement Form (including employer and Career Services signatures)

Plan Ahead: Consider the time it will take each required party to electronically sign the CPT Agreement and an additional 5 business days for ISSS to issue an I-20 authorizing CPT.

If your requested CPT start date is prior to the ISSS process date:

- ISSS requires an email or letter from your employer indicating: 1) your new start date and 2) that you did not work for the employer without authorization.
CPT Request Process

☐ Meet with a Career Services Counselor to discuss your plans and/or review your employment materials

☐ Obtain a job offer letter from your employer on company letterhead including information noted below.

* * OFFER MUST BE PRINTED ON COMPANY LETTER HEAD * *

* OFFER MUST INCLUDE SIGNATURE OF EMPLOYER/HUMAN RESOURCE REPRESENTATIVE *

An email offer is not sufficient

To Whom It May Concern:                      Date:____________

I hereby verify that ______________________ has been offered a position at ______________________

under the following terms:

Job Title: ______________________  Number of Hours Employee Will Work per Week: ________________

Employment Start Date: ________________  Employment End Date: ________________

Address of Employment: ______________________

Name of Supervisor: ______________________

Contact Information of Supervisor: Phone: ________________  Email: ______________________

Original Signature

Signature of Employer / Supervisor / Human Resources on behalf of Supervisor  ______________________  Date

☐ Complete the CPT Agreement Form at least 2 weeks prior to your requested employment start date in order to account for signing time and ISSS processing

- On the DocuSign form landing page, enter your name and email address along with the name and email address of your work supervisor or an official with signatory authority. You will receive an email from DocuSign with a validation code to enter to access the CPT Agreement.

- Complete the required sections of the form, attach your job offer letter and position description, and sign the document electronically. You can save the form and return to it later by clicking on “Other Actions” and “Finish Later.” You will use the DocuSign email you received with the validation code to resume completing your form.

- The CPT Agreement will automatically be routed to the next signer once you click on “Finish.”

- You will receive a copy of the completed agreement via DocuSign once all required parties have signed it.

☐ Wait to receive an email from ISSS indicating that the new I-20 (with the CPT authorization printed on it) is ready to be picked up at the front desk.

- Allow at least 5 business days from the time ISSS receives a complete CPT request for processing.

CPT Extensions: You must extend your CPT BEFORE your current CPT ends

☐ Make sure you are fully-enrolled for the semester in which the CPT will occur or the term following the vacation period in which CPT will occur

- For summer CPT, you must be enrolled in either the summer or fall semester

☐ Make sure your grades have posted for the most recent term

- You must be in good academic standing, have a qualifying GPA, and no incompletes

☐ Exception to No Incompletes Requirement: Thesis and dissertation credits

☐ Obtain a NEW employment offer letter on letterhead with the new end date and employer’s signature.

☐ Complete a NEW CPT Agreement and attach the updated offer letter

Important Reminders

✓ Be sure to obtain a new CPT authorization from ISSS every time you 1) change employers; 2) extend the dates of employment; or 3) change from part-time to full-time or full-time to part-time.

✓ Do not work off-campus beyond your CPT end date and/or without work authorization; your F-1 status will be terminated.

✓ It is your responsibility to apply for CPT/CPT extensions/OPT in a timely manner.

✓ Show your I-20 with CPT authorization to your employer as proof that you have permission to work with the employer and to complete the I-9 process.