



International Student and Scholar Services

Bringing CU to the World • Bringing the World to CU

Curricular Practical Training

Curricular Practical Training (CPT) is defined as 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.” You qualify for CPT as long as it is “an integral part of an established curriculum.” CPT must be in your field of study. CPT can be either part-time (20 or fewer hours per week) or full-time (over 20 hours per week) employment. **In order to qualify for full time CPT during the academic year, you must have at least a 3.0 (undergraduates) or 3.5 GPA (graduate students).** *If you receive 12 months or more of full-time CPT, you are ineligible for Optional Practical Training.*

****EXPECT THE APPROVAL OR EXTENSION PROCESS TO TAKE 2 WEEKS – PLAN AHEAD!****

TO BE ELIGIBLE, YOU MUST:

- have completed one full academic year of continuous full-time enrollment and be in F-1 status
- be a degree-seeking student
- for part-time CPT (or full-time CPT during vacation periods), have an acceptable GPA (2.0 for undergrads and 3.0 for graduate students)
- for full-time CPT during the academic year, have an acceptable GPA (3.0 for undergrads and 3.5 for graduate students)
- be currently enrolled **full time at CU** or have Reduced Course Load Permission OR
- be enrolled full time for the next consecutive term at CU (for CPT over a vacation period)
- have found employment/internship that is in your field of study

WHAT YOU NEED TO DO:

- Register with the Career Services Online System: <http://www.colorado.edu/careerservices/students/>.
- Get a job offer letter from your employer, stating the number of hours to be worked and start and end dates of employment. The letter must be on company letterhead. See our sample letter for guidance (<http://www.colorado.edu/oie/issv/pdf/CPTEmployerLetter.pdf>).
- Complete the **International Student Agreement Form** (<http://careerservices.colorado.edu/students/international.aspx>), sign it, and have your employer sign it.
- See a Career Services counselor during Walk-in Hours, Monday – Thursday, 1:30 – 4:00 p.m., to review your internship and have the **Agreement** signed. (You may make an appointment if these times don't work for you. Call 303-492-6541 to make an appointment to see a Career Services Counselor. **Note:** please do not expect to get an appointment immediately.)
- Bring a copy of the signed **Agreement** and your employer's offer letter to ISSS. Approval by Career Services does not guarantee that ISSS will authorize the employment.

EXTENSIONS

CPT approvals are authorized for a maximum of a semester at a time. In order to have the CPT re-authorized or extended:

- Make sure you are fully enrolled for the following term.
- Ask your employer to write and sign a new offer letter on letterhead for you with the new end date.
- Make an appointment with Career Services to review your **Agreement** if there are any changes in the terms of your employment.
- Bring the **Agreement** (signed by you, your employer, and Career Services, if necessary) and the new letter from your employer to ISSS. ISSS will issue a new I-20 with new employment dates.

IMPORTANT

1. ISSS will only authorize CPT if the **Agreement** is complete and signed by you, your supervisor and Career Services, and if the employment meets the CPT requirements as listed in the F-1 regulations. CPT must be in your field of study.
2. Make sure you know whether or not the position is full-time (defined as more than 20 hours per week) or part-time (defined as up to 20 hours per week) and whether or not that will change during the time of your employment. If it does change, you will need to re-apply for CPT.
3. Make sure that you obtain authorization from ISSS to engage in CPT every time you change employers and every time you extend the dates of your employment. Get authorization and a new I-20 **BEFORE YOU BEGIN** the new job or extend the same job.
4. Make sure you know the end date of your CPT authorization listed on page 3 of your I-20.
5. Show your endorsed I-20 to your employer as proof that you have permission to work in the United States.

WHAT ISSS WILL DO:

- Verify your eligibility for CPT.
- Authorize the CPT in SEVIS, indicating if the CPT is full-time or part-time, who the employer is, and the dates of the CPT
- Notify you by email when the new I-20 (with the CPT authorization printed on it) is ready to be picked up. ISSS normally takes 2-3 days to finish this process once we receive the signed Agreement form and the offer letter.

DO NOT START WORKING UNTIL YOU HAVE A NEW I-20 AUTHORIZING YOUR CPT

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Sample employer letter for F-1 Curricular Practical Training

Please note that the letter must be printed on letterhead from your prospective employer and include the following items as in the sample below.

Date: _____

To Whom It May Concern:

I hereby verify that (full name of employee) _____

has been offered a position at (name of company) _____

under the following terms:

Job Title: _____

Employment start date: _____ Employment end date: _____

Number of hours employee will work per week: _____

Address of employment: _____

Name of Supervisor: _____

Contact information of Supervisor: _____

Signature of Supervisor/ on behalf of Supervisor by Human Resources

Date