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 and are in good academic standing.

- 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

Students Completing their First Academic Year Only:

☐ Grades post to your Buff Portal for the most recent semester

☐ You are currently enrolled full-time at CU Boulder or have an approved Reduced Course Load (RCL);
  - If CPT will occur during winter break, you must be enrolled in the next consecutive term (e.g., Winter-> Spring)
  - If CPT will occur during summer break, you must be enrolled in the next consecutive term (e.g., Summer-> Fall) or enrolled full-time for the summer semester (6 credits for undergraduates/graduate students. Please confirm full-time enrollment requirements with ISSS).

☐ 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
  - Students must be enrolled full-time in summer if it is their final term (6 credits for undergraduates/graduate students. Please confirm full-time enrollment requirements with ISSS).
  - A student can be enrolled in less than a full course load in their final term if they have submitted a Confirmation of Final Semester form.

☐ 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);
  - If you do not have a job or internship and would like assistance in the search process, please make an appointment with Career Services

☐ 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

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

* * OFFER MUST BE PRINTED ON COMPANY LETTER HEAD * *
* OFFER MUST INCLUDE SIGNATURE OF EMPLOYER/HUMAN RESOURCE REPRESENTATIVE *

An oral offer is not sufficient.

To Whom It May Concern:
Date: __________

I hereby verify that __________________________ has been offered a position at __________________________ under the following terms:

Full Name of Employee: __________________________
Name of Company: __________________________
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.

☐ 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.