Curricular Practical Training (CPT)
AGENDA

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- CPT eligibility
- Planning for CPT
- Applying for CPT
- CPT Documentation/Reporting
What is CPT?
What is CPT?

• Curricular Practical Training (CPT) is a temporary training 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 training experience that is related to your major field of study. The training experience must be “an integral part of an established curriculum.”

• CPT can be authorized for a training experience (e.g., internship, training in your degree program related to your major field of study) 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.
Eligibility for CPT
CPT Eligibility Requirements (1 of 2)

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

• You are a degree-seeking student currently in valid F-1 status;

• You completed one full academic year (Fall & Spring semester) of continuous full-time enrollment in active nonimmigrant status
  • Summer enrollment does not count towards the one-year full-time enrollment requirement.

• You are enrolled in an internship course that can count towards your degree or your degree program states in the University Catalog that an internship is required for your degree program.

• You are enrolled full-time at CU Boulder or have an approved Reduced Course Load (RCL) during the semester you will be using CPT;
  • Maintaining 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.
CPT Eligibility Requirements (2 of 2)

• You have an internship/training offer (offer letter and position description) for training that can count towards your degree program and relates to your current major field of study (not minor, certificate program or previous major);

• The training is not related to the marijuana industry (including working in a lab extracting CBD oil for medical purposes); AND

• You must complete the CPT Request Form, including obtaining a signature from your Academic Advisor or Graduate Program Advisor.
How do I know if I am eligible for CPT through my degree program?

• You will need to speak with your department and/or your Graduate Program Advisor or Academic Advisor to confirm if your degree program is designed in such a way as to enable you to meet one of the following requirements for CPT:
  • Be enrolled in an internship course for credit that counts towards your degree and related to your major field of study, not a minor or certificate program. Enrollment in the course must be concurrent with the training. For example, if the internship is in the summer, you must be enrolled in the internship course during the summer or
  • Your degree must require an internship and that requirement is clearly documented in the University Catalog.

• If you do not meet one of the two requirements for CPT listed above, then you have the option to apply for pre-completion OPT for off-campus work authorization. Please review ISSS’s Pre-completion OPT webpage and ISSS Pre-Completion OPT Guide for information on the application process.
Planning For CPT
CPT Start & End Dates

• Your CPT start and end dates cannot overlap with another semester. CPT authorization can begin after the previous semester ends. The CPT authorization must end before the first day of the next semester (unless you are using CPT in your final semester).

• If you are requesting CPT in your final semester, CPT authorization cannot go beyond the last date of the semester.
  • For Spring 2022 graduates, the last date that you can have CPT authorization is May 4, 2022.

• If your CPT is based on your degree requirements (and not internship credit), your CPT authorization dates must align with your department's degree requirements.
Do I need to have an internship before I apply for CPT?

- Yes, CPT is employer specific. When you apply for CPT, you are requesting CPT authorization for:
  - your specific training opportunity
  - specific number of hours worked per week
  - specific dates of training
  - specific work location (remote work is allowed, but you must meet the F-1 requirements for on-campus presence) and
  - pursuing a specific educational goal and objective associated with the particular training/internship opportunity.
What information should my offer letter include?

- You will need to upload your offer letter to the CPT Request Form. Your offer letter must:
  - Be on letterhead and addressed to you (the student)
  - Be signed by the employer and dated
  - Have a start date listed
  - Describe the employment
    - If offer letter does not describe employment, you must also upload a job description
What types of training are allowed on CPT?

- The training must:
  - Be directly related to your current major field of study
  - Be an integral part of your major curriculum
    - You will need to be enrolled in an internship course that counts towards your degree program or an internship must be a requirement for your degree program, as documented in the University Catalog.
    - CPT cannot be authorized based on your minor field of study or certificate program
  - Not be related to the *marijuana industry* (including working in a lab extracting CBD oil for medical purposes).

Please note: CPT training can be 1099 contract training.
Can my internship be outside of Colorado?

- F-1 international students are required to maintain an on-campus presence every fall and spring semester. An F-1 student can have an internship opportunity that is outside of Colorado if the F-1 student will be working remotely from Colorado and maintaining their on-campus presence.
Can I have CPT and on-campus employment simultaneously?

- Yes, full-time or part-time CPT will not impact your on-campus employment. Be sure you are aware of any F-1 student related on-campus employment restrictions.
Does CPT have any impact on post-completion OPT eligibility?

If you are authorized for a cumulative total of 12 months/365 days or more of full-time CPT at your current degree level, you are ineligible for Optional Practical Training at that degree level.
Can I take advantage of both CPT and Pre-completion OPT simultaneously?

Yes. It is possible to take advantage of both the CPT benefit (authorized by ISSS) and the pre-completion OPT benefit (authorized by USCIS) at the same time. However, on pre-completion you may have multiple training or internships as long as they each relate to your major field of study so it is not necessary to have CPT if authorized for Pre-Completion OPT.
Applying for CPT
How early should I apply for CPT?

The CPT Request Form should be submitted at least 2 weeks before your training opportunity start date to allow for processing by your Academic Advisor/ Graduate Program Advisor and ISSS. Once ISSS receives your CPT Request Form, it will be processed within 3 – 5 business days and ISSS will issue an I-20 authorizing CPT. You cannot work until you have received the I-20 authorizing CPT from ISSS.

If enrolling in an internship course to meet the CPT eligibility requirement, the earliest you may apply is after you are registered for the internship course. ISSS must be able to verify enrollment in the internship course on your academic course schedule.
How do I apply for CPT?

Once you have a training or internship offer, and you are registered for an internship course, if applicable, you must complete the Curricular Practical Training (CPT) Request form through your Access via MyISSS. You will need to provide your Academic or Graduate Advisor's information on the CPT Request form as they need to sign-off on the form as well.

Once ISSS receives your CPT Request Form after you and your Academic/Graduate Advisor complete your sections, it will be processed within 3 – 5 business days. ISSS will issue you your CPT Authorized I-20. You cannot work until you have received the I-20 authorizing CPT from ISSS.

You may start working on the day that your CPT authorization begins as listed on page 2 of your I-20. Please remember, working without authorization will result in the termination of your F-1 SEVIS status.
CPT Documentation & Reporting
What am I required to report while I am authorized for CPT?

• CPT is date specific, employer specific, hours worked specific, location specific, and educational goal and objective specific. If anything about your CPT authorization changes, you must report the change to ISSS.

• This includes updating your training location if you indicated that you are working remotely from your home address and your home address changes.
  
  • In this case, you must let ISSS know so that we can update your authorization to reflect the correct work location. If your home address changes, please make sure to submit that change in the Buff Portal within 10 days of your move as well.
What CPT authorization documentation am I required to keep for my records?

ISSS recommends you keep a copy of the internship agreement form (if applicable), internship offer letter, and any other supporting documents showing the training was related to major field of study.
Social Security, & Taxes

**Social Security Number (SSN)**
If you have a paid position and do not currently have an SSN, please specify this on the CPT Request Form and ISSS will issue you an SSN Letter in addition to your CPT authorization I-20.

**Taxes**
You need to file a tax return every April that you live in the U.S. – whether you earn income or not!
Use Career Services to find your next opportunity!

https://www.colorado.edu/career/
Questions from you