

Curricular Practical Training (CPT)



International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER

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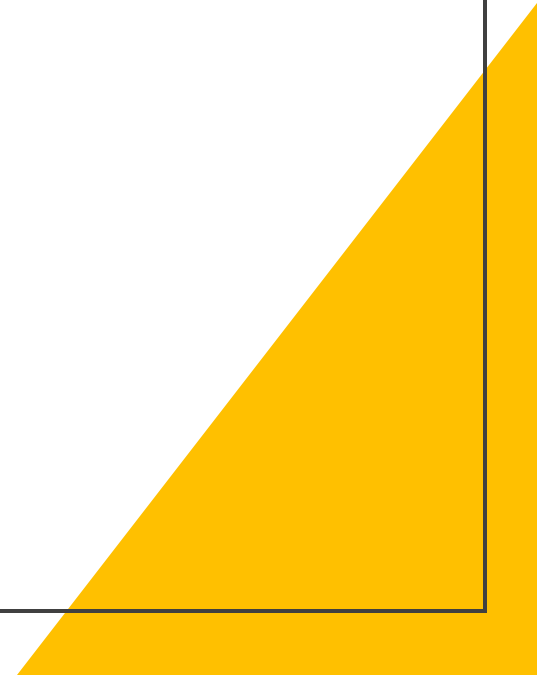
University of Colorado Boulder

AGENDA

- What is CPT?
- 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.
- The training experience must be related to your *major* field of study and be “**an integral part of an established curriculum.**”
- CPT can be authorized as part-time (20 or fewer hours per week) or full-time (over 20 hours per week) if you meet the CPT eligibility requirements.





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Eligibility for CPT

CPT Eligibility Requirements (1 of 2)

You must meet ALL the following criteria 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 this requirement.
- You are enrolled in an internship course that can count towards your degree *or* the University Catalog states that an internship is required for your degree program.
- You have an internship/training offer that relates to your current major field of study (not minor, certificate program or previous major).



CPT Eligibility Requirements (2 of 2)

- You are [enrolled full-time](#) at CU Boulder or have an approved Reduced Course Load (RCL) if using CPT **in the Fall or Spring semester.**
 - Note: [On-campus presence](#) is required every Fall and Spring semester, and during your final semester if it is the summer.
- The training is not related to the [marijuana industry](#) (including working in a lab extracting CBD oil for medical purposes).
- You and your Academic Advisor or Graduate Program Advisor must complete the CPT Request eForm.



How do I know if I am eligible for CPT through my degree program?

- Your Graduate Program Advisor or Academic Advisor can 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 can count towards your degree (such as elective credits). Enrollment in the course must be concurrent with the training. **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](#) for information on the application process.





Planning For CPT



CPT Start & End Dates

- If your CPT is based on enrollment in an internship course, your CPT authorization 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 Fall 2023 graduates, the last date that you can have CPT authorization is December 20, 2023.
 - For Spring 2024 graduates, the last date that you can have CPT authorization is May 8, 2024.
- If your CPT is based on your degree requirements, 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 a specific:
 - training opportunity.
 - number of hours worked per week.
 - dates of training.
 - work location (remote work is allowed, but you must meet the F-1 requirements for on-campus presence).
 - educational goal and objective associated with the particular training/internship opportunity.



What information should my offer letter include?

- Be on letterhead and addressed to you (the student).
- Specify your internship start date and hours you will work per week.
 - The CPT start date indicated in your offer letter should be at least 10 business days from the day you submit your *CPT Request* in the [MyISSS portal](#) to allow time for your academic advisor/graduate program advisor to sign the e-form and for ISSS to process the request.
- Describe the nature of the practical training opportunity (internship duties and expectations).
 - If offer letter does not include a description of the internship duties, then, you must also upload an internship description.

[Handout: Curricular Practical Training \(CPT\) Offer Letter Requirements](#)

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?

International students in F-1 status are required to maintain an **on-campus presence** every **Fall** and **Spring** semester.

- A student in F-1 status can have an internship opportunity that is outside of Colorado if the student will be working remotely from Colorado and maintaining their on-campus presence.
- If a student is not in their first or final semester at CU Boulder, an internship during the summer semester may take place outside of the state of Colorado through CPT.



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 have been 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.





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.

- Note: If basing CPT on an internship course, ISSS must be able to see that you are enrolled in the internship course.

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](#).

Next steps:

1. Your Academic Advisor or Graduate Advisor will sign off on the form.
2. Once ISSS receives your CPT Request Form from the advisor, it will be processed within 3 – 5 business days.
3. ISSS will issue you your CPT Authorized I-20. **You cannot work until you have received the I-20 authorizing CPT from ISSS and you are in your CPT authorization period, listed on page 2 of your I-20.**

Please remember: Working without authorization will result in the loss of F-1 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 employment changes, you must report the change to ISSS.**

- This includes updates to your internship location, including if you indicated that you are working remotely from your home address and your home address changes.
 - If your home address changes, please make sure to submit that change in the Buff Portal within 10 days of your move as well - [Updating Your Address in Buff Portal](#)



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.
- Other supporting documents showing the training was related to major field of study.
- Your CPT authorization I-20 (students are responsible for keeping a copy of *every* I-20 issued to them)

Can I extend my CPT authorization if authorized through an internship course?

*Note: An extension only applies to extending a current/ongoing internship with no change to complete the internship in the **current** term (current term includes up to the day before the next semester begins).*

ISSS will consider a request to extend only if the following parameters are met:

- The request to extend CPT is received *prior* to the end of the current term in which the CPT is authorized (i.e. prior to the last day of the Summer, Fall, or Spring term).
- The request to extend CPT is accompanied by a new CPT request e-form which includes an explanation of why the extension is required to meet the requirements of the internship course.
- The extension dates requested do not overlap with the next semester's start date.
- The request to extend the CPT is received before the current authorized CPT ends.

Can I continue my internship for the same employer during a subsequent academic term?

Yes. You need to meet all of the [CPT eligibility requirements](#) and reapply for CPT by submitting a new CPT Request Form using your [MyISSS Portal](#). You may only participate in CPT once you receive your approved CPT I-20 and you are in your CPT authorization dates.

Note:

- Please submit your new request at least 10 business days prior to your expected CPT start date in the new term.

What if there is a gap between work authorization periods?



For any period in which you are formally employed in the U.S., you must have work authorization.

- If there will be a gap between your current CPT authorization and the requested start date of your next CPT authorization (including weekends), then you *cannot* be classified as an employee during that gap.
- Work with your employer to ensure you are officially removed as an employee and do not receive any benefits for the period during which you will not have CPT work authorization (including weekends).
- To avoid the need to be removed as an employee during the work authorization gap, make sure your CPT authorization requested start date is for the date *immediately following* your current CPT end 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, please specify this on the CPT Request Form. You must then complete the Request for SSN Letter for Approved CPT e-form (available in [MyISSS portal](#)) 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!

- [Reporting Annual U.S. Presence and Income Tax](#)
- [International Tax Office](#)



Use Career Services to find your next opportunity!

<https://www.colorado.edu/career/>



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Final Note on Professional Etiquette

Accepting a job offer and then pulling out is called *reneging*, which is a serious professional offense.

- Please review the [Career Services' policy](#) addressing reneging on a job or internship offer letter. Please keep this policy in mind prior to accepting an internship offer.

Questions from you



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