

CURRICULAR PRACTICAL TRAINING

Definition: Curricular Practical Training (CPT) is an employment* training experience (e.g. an internship or clerkship) integral to the student's program of study. CPT is conducted in the student's major field of study and occurs before a student's completion of study. There are two kinds of CPT:

- 1. Required:** For students in programs which require practical training to earn a degree. The student does not necessarily earn academic credit for the practical training but must fulfill a certain number of work hours according to the academic degree and department requirements.
- 2. Optional:** For students whose programs do not require practical training to earn a degree. The student must register for a minimum of one internship or independent study credit and earn that academic credit during the curricular practical training period in which the student is employed.

Eligibility:

To be eligible for CPT a student must

- (1) Be maintaining lawful F-1 status;
- (2) Be "in good academic standing," which at the University of Denver means having a GPA of 2.0 or above for undergraduate students, and of 3.0 or above for graduate students.
- (3) Have been enrolled as a full-time student for at least one academic year. The only exception to the one academic year waiting period is for graduate students whose programs require they begin practical training before their one academic year requirement would have been reached.

English Language Center Students: ELC students are not eligible for CPT.

Limitations:

Part-Time CPT: Employment for 20 hours or less per week while a student is enrolled in school full-time is considered part-time CPT. In this case, the employment authorization which International Student and Scholar Services (ISSS) makes on the student's I-20 will specify permission to engage in part-time training, and the student will be responsible for limiting work to no more than 20 hours per week. The student must maintain full-time enrollment in school during part-time CPT in order to maintain lawful F-1 status.

Full-Time CPT: Employment for more than 20 hours per week is full-time Curricular Practical Training. The employment authorization that ISSS makes on the student's I-20 will, in this case, specify permission to engage in full-time CPT. **Authorization during vacation terms and break sessions start the day after the final exam period of the previous term and end the day before the first day of classes of the next term.** There is no specific limitation upon the length of time that the student may participate in full-time Curricular Practical Training, but if a student participates in twelve months or more of full-time CPT, the student is no longer eligible for Optional Practical Training (OPT) during or following the respective academic program.

Procedures:

Students may begin Curricular Practical Training after completing the following procedures and receiving written authorization from ISSS. To apply, a student needs to bring the following documents to the ISSS office:

- 1) A job offer letter on official company letterhead signed by the prospective employer. The offer letter **must** include the following information:
 - a) Type of Employment – with specific job responsibilities
 - b) Location of the employment
 - c) Whether the job will be part-time (20 hours or less per week) or full-time (more than 20 hours per week)
 - d) Beginning and ending dates of the employment (authorization is given on a quarter/semester basis)

NOTE: A new letter must be provided for each period that CPT is being requested.

- 2) A recommendation from the student's academic advisor on the Recommendation for Curricular Practical Training form. Students who will be evaluated for more than one job for the same academic credit are required to submit a letter from the course instructor verifying that the instructor will evaluate/grade the student based on more than one job. In this case, the course instructor should include a list of the jobs to be evaluated and where the jobs are to be performed.

NOTE: If registration for credit is required, the registration must be verified in MyWeb. Registration is required for each quarter in which the employment takes place.

- 3) The Document Request form, fully completed and specifying type of service (i.e. CPT Authorization) being requested.

If all the documents are complete and the student is eligible, ISSS will prepare a notation on the Form I-20 which provides the necessary authorization.

Renewing your CPT:

If you are interested in renewing your CPT authorization you **must** re-submit **all** of the above listed documents **2 weeks** prior to the expiration date on your current CPT.

Reminders:

(1) Normal preparation time for CPT authorization is 5 – 7 working days. While ISSS makes every effort to accommodate student needs, it is not always possible to authorize CPT earlier. Since it is the student's responsibility to obtain CPT authorization so **please plan ahead.**

(2) Working without proper authorization or not following the guidelines of employment authorization is a serious violation of a student's nonimmigrant status. It is the responsibility of the F-1 student to comply with all immigration regulations which apply to the terms and conditions of your status. If the student fails to meet his or responsibilities in this regard, he or she will lose eligibility to benefits normally granted to F-1 students, including working on- or off-campus. Ultimately, the non-complying student may be forced to depart the United States.

If WRITTEN authorization from International Student and Scholar Services (ISSS) has not been granted, students applying for CPT MUST NOT commence or continue employment. It is THE STUDENT'S RESPONSIBILITY to obtain employment authorization before any previous authorization expires if he or she does not want an interruption in employment.

Social Security and Other Taxes:

In general, as an F-1 student, you will be exempt from Social Security (F.I.C.A.) taxes for your first five years

in the United States, as long as you continue to declare non-resident status for tax purposes. Income earned in the United States, including assistantships, is usually subject to any federal, state, or local income regulations that apply. Unless you qualify under a tax treaty between the United States and your home government, employers are required by law to withhold those taxes from your paychecks. Annual filing of tax returns is mandated each year by April 15th. Please see <http://www.du.edu/intl/iss/taxes.htm> for more information. ISSS staff are not authorized to provide tax assistance or advice.



ADVISOR'S RECOMMENDATION FOR CURRICULAR PRACTICAL TRAINING

A. To be completed by student

- 1. DU Student/Banner ID #:
2. Visa Type:
3. Family (Last) Name:
4. Given (First) Name:
5. Current U.S. phone number:
6. E-mail address:
7. Educational Level:
8. Primary Major:
9. Secondary Major:
10. Date you started your current program at DU (mm/dd/yy):
11. Date you plan to complete your program at DU (mm/dd/yy):
12. Company Name:
13. Company Contact Person:
14. Contact's E-mail Address:
15. Company Address:
16. Part-time (20h or less/week) Full-time (more than 20h/week; only during vacation periods)
17. Are you currently working (on-campus or off-campus, including graduate/residence assistantships)?
18. How many hours per week total (both on-and off-campus) will you work in the term requested?
19. Dates of Training (mm/dd/yy): *Limited to ONE QUARTER/SEMESTER PER AUTHORIZATION

B. To be completed by Academic Advisor

- 20. This training is for academic credit (list course number):
AND/OR
This training is required for the following degree:
List the number of internship hours the student will receive:
At this time, how many internship hours does the student have left to complete for the degree?

It is my opinion that the proposed curricular practical training is in the student's major area of study and that it is an integral part of the established curriculum. I therefore recommend that the student be granted curricular practical training

Advisor Signature: Printed Name: Date:

Department: Phone #: Email:

C. To be completed by the International Student Advisor at ISSS

Approved by International Student Advisor: Date

ISSS Staff Initials & Date

<input type="checkbox"/> LB	<input type="checkbox"/> CP
<input type="checkbox"/> TM	<input type="checkbox"/> MB
<input type="checkbox"/> MP	

Notes (for official use only)

Enrollment Checked _____

GA Processed ___/___/_____

Approved ___/___/_____

Pickup: Student Initials & Date

DOCUMENT REQUEST FORM

I. General Information

DU Student ID #: _____ 2. Immigration Status: F-1 J-1 Other: _____
Please list type

Family (Last) Name in Passport: _____

Given (First) Name in Passport: _____

Gender: __Male __Female Date of Birth: ___/___/_____
mm dd yy

Phone number: _____ 11. DU E-mail address: _____
Note: notification will be sent to DU e-mail address

II. Academic Information

Educational Level:
Freshman Sophomore Junior Senior Masters Doctorate LLM JD
Certificate: what type? _____

Primary Major: _____

III. PLEASE INDICATE DOCUMENT(S) NEEDED:

***Refer to the ISSS website: <http://www.du.edu/intl/iss/forms.htm> for instructions and forms.**

DOCUMENTS FOR ALL STUDENTS:

- Signature** on I-20 or DS-2019 for travel: Date you plan to **return** to the US (mm/dd/yy): ___/___/_____
- *Approval for **Less Than Full-Time Enrollment**
- Certification of **Enrollment**
- *Certification for a **Social Security Number** (must provide job offer letter with nature of employment, hours/week, workplace, and supervisor name & email)
- Letter of **Invitation** (provide name(s), date of birth, relationship, passport numbers of visitors and reason)
- Certification of **Estimated Expenses**
- *Approval for **Concurrent Enrollment**

F-1 STUDENTS:

- ***Curricular Practical Training (CPT)** Authorization
 - ***Optional Practical Training (OPT)** Recommendation
 - Economic Hardship
 - New I-20
- Please remember to complete reverse side of form

J-1 STUDENTS:

- On-campus Work Authorization
 - Academic Training
 - Economic Hardship
 - New DS-2019
- Please remember to complete reverse side of form

If all supporting information is accurate, documents will normally be prepared in 5-7 working days. I understand that I must pick up the documents myself. I hereby authorize the release of any information necessary for this request.

Signature: _____ **Date:** _____

