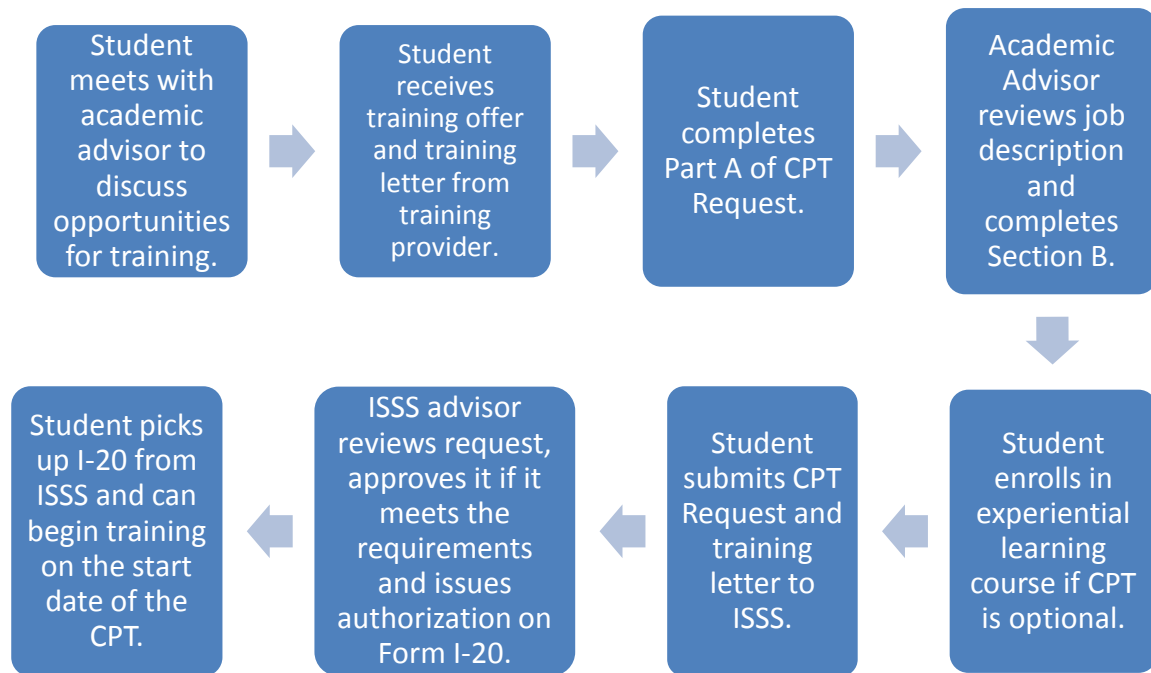


## CURRICULAR PRACTICAL TRAINING

### Initial Application Application Steps



**Please read the following instructions and fill out the form on page 3.**

**Definition:** Curricular Practical Training (CPT) is a training experience (For example, an internship or practicum) with pay that is integral to the student's current program of study. CPT is conducted in the student's major field of study and occurs before the student's completion of study. There are three kinds of CPT:

- 1. Required:** For students in programs which require practical training to earn a degree. The student may or may not earn academic credit for the practical training but must fulfill a certain number of work hours according to the degree requirements.
- 2. Experiential Learning:** For students whose programs do not require practical training to earn a degree. The student must register for an experiential learning course during the curricular practical training period. Please note that when enrolling in an experiential learning course, the registrar will not accept internships that start more than two weeks before the enrollment term, or end more than two weeks after.
- 3. Research/Training:** The training will provide research or training that are necessary for the student's thesis or dissertation.

**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 student, and of 3.0 or above for graduate students.
- (3) Have been enrolled as a full-time student in the U.S. 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 they have enrolled for one academic year.



**Limitations:**

**Part-Time CPT:** Training for 20 hours or less per week is considered part-time CPT. The student is responsible for limiting work to 20 hours per week or less. The student violates legal immigration status by working more than 20 hours per week. The student must maintain full-time enrollment during CPT in order to maintain lawful F-1 status unless it is during a vacation term.

**Full-Time CPT:** Training for more than 20 hours per week is full-time CPT.

There is no limitation on the length of time that the student may participate in full-time Curricular Practical Training. However, if a student is authorized for twelve months or more of full-time CPT, the student is not eligible for Optional Practical Training (OPT) during or following the current degree program. The student must maintain full-time enrollment during CPT in order to maintain status unless it is during a vacation period.

**Time Periods:** Authorization during vacation terms and official breaks can 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. The exception to this is for optional internships that require enrollment in experiential learning courses. The registrar will not accept internships with start dates more than two weeks before the enrollment term, or end dates more than two weeks after the enrollment term.

**Procedures:**

Students may begin Curricular Practical Training **AFTER** completing the following procedures and receiving an I-20 with authorization on page 2. To apply, a student must submit the following:

- 1) A training confirmation letter (this is NOT your job offer letter) on official company letterhead signed by the training provider. The letter **must** include the following information (see attached template):
  - a) Type of Training- with specific responsibilities
  - b) Location of the training
  - c) The maximum number of hours per week
  - d) Beginning and ending dates of the training.
- 2) A recommendation from the student's academic advisor in Part B of the CPT Request. Students who will be evaluated for more than one training for the same experiential learning course are required to submit a letter from the course instructor verifying that the instructor will evaluate/grade the student based on more than one training position. In this case, the course instructor should include a list of the trainings to be evaluated.
- 3) If the practical training requires concurrent enrollment in an experiential learning course, a print out of the student's schedule showing enrollment in the required experiential learning course. Applications submitted without this will NOT be processed, unless the internship does not require concurrent enrollment.

**Requesting Reauthorization of your CPT:**

If you are interested in requesting reauthorization your CPT authorization, please submit the CPT Re-Authorization Request, not the initial CPT form.

**Reminders:**

- (1) Normal preparation time for CPT authorization is 3-4 business days. This time period is dependent upon properly completed CPT forms. While ISSS makes every effort to accommodate student needs, it is not always possible to authorize CPT faster. It is the student's responsibility to obtain CPT authorization so **please plan ahead**.
- (2) Working without authorization or not following the guidelines of CPT 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 that apply to F-1 status. If the student fails to meet his or her responsibilities in this regard, he or she will lose eligibility for 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 International Student and Scholar Services (ISSS) has not authorized CPT on Form I-20, students applying for CPT MUST NOT start or continue training. It is THE STUDENT'S RESPONSIBILITY to obtain authorization before any previous authorization expires if he or she does not want an interruption in training. CPT CANNOT be approved retroactively and working without authorization is a failure to maintain status.**

**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 15<sup>th</sup>. Please see <http://www.du.edu/iss/employment/taxes.html> for more information. ISSS staff are not authorized to provide tax assistance or advice.

## Curricular Practical Training Advisor Checklist

**Quick Summary of CPT:** CPT is a benefit for students in F-1 status that allows them to participate in off-campus practical training that is part of their academic program. This benefit is authorized by ISSS, but closely reviewed by USCIS (U.S. Citizenship and Immigration Services), so it is imperative that documentation is accurate and complete.

There are two types of CPT authorizations: New Initial CPT and Re-Authorization of CPT at the same organization. Extended periods of CPT are red flags for the USCIS, so more specific information on academic connection will be asked of the advisor to confirm the curricular nature of extended practical training. Please refer to the [Advisor's FAQ](#) on the ISSS website for a more detailed explanation.

### Initial CPT Checklist for Advisors

- Does training count towards degree requirement? This includes meeting elective requirements.
  - If so, list course tied to, if applicable.

**OR**

- Does training count towards dissertation or thesis requirements?
  - Does student have approved dissertation/thesis topic?
  - Is this training the student cannot receive on campus?

**OR**

- Does the training count towards an experiential learning course?
  - If so, list the appropriate course the student must be enrolled in.

*(Additional information required if training is optional or dissertation/thesis related)*

- Describe the academic requirements for this training.
  - List unique academic requirements goals that have been developed for the student for this specific practical training.
  - If it is for thesis or dissertation, explain how training is related to thesis/dissertation.
- Describe how the training is considered integral to program.
  - This explanation should be unique to a program, but does not need to be unique to the student.

- Do you think that participating in this training will affect the student's academic performance or delay normal progress toward completing the course of study?

### Re-Authorization of CPT Checklist for Advisors

- Does training count towards degree requirement? This includes meeting elective requirements.
  - If requirement has already been met, this option cannot be used.
- Does training count towards dissertation or thesis requirements?
  - Students can apply for more than one term's authorization if so.
- Does the training count towards an experiential learning course?
  - If so, list the appropriate course the student must be enrolled in.
- Describe the academic requirements for this training.
  - State how the academic goals from last term were met/monitored.
  - Set different academic goals for the current term (question two)
- Describe how long-term (extended training) is considered integral to program.
  - This explanation should be unique to a program, but does not need to be unique to the student.
  - It should explicitly address longer trainings (more than one term)
- Do you think that participating in this training will affect the student's academic performance or delay normal progress toward completing the course of study?

## F1 Curricular Practical Training

Section A: Student Information		
DU ID:	LAST (FAMILY) NAME:	FIRST NAME:
Training Provider Name:		Provider Address:
Contact Person:		Email Address:
Requested Dates of Training: <div style="text-align: center;"> <b>Begin (mm/dd/yy):</b> ___/___/___    <b>End (mm/dd/yy):</b> ___/___/___         </div> <p><small>*Limited to one term per authorization unless required by program or thesis/dissertation. ISSS is unable to authorize CPT that does not fall within the training dates stated in your training confirmation letter.</small></p>		
Hours of Training: <input type="checkbox"/> Part-time (20 hrs or less/week)      OR <input type="checkbox"/> Full-time (more than 20 hrs/week) <small>*Full-time enrollment is required unless CPT is during the annual vacation term.</small>		
Are you currently working (on-campus or off-campus, including graduate assistantships)? <input type="checkbox"/> No <input type="checkbox"/> Yes      If yes, how many hours per week:    On Campus: _____    Off Campus: _____		
<b>Training Confirmation</b>		
<input type="checkbox"/> <b>Letter from Training Provider (see template)</b> The Letter <b>MUST</b> include the following: <input type="checkbox"/> official letterhead <input type="checkbox"/> signed by the training provider <input type="checkbox"/> list/describe the type of training with specific responsibilities <input type="checkbox"/> list the location of training <input type="checkbox"/> list the maximum number of hours per week <input type="checkbox"/> list the beginning and ending dates of the training		
<p><i>I understand that completion of twelve months of full time CPT at a degree level, after completion of OPT, may be interpreted by the government as a violation of F-1 status and impact any future USCIS benefits.</i></p> <p><i>I hereby confirm that I have met with my advisor to discuss this training opportunity and, if enrollment is required, I HAVE enrolled in the appropriate course. Documentation of this enrollment is enclosed.</i></p> <p><i>I authorize the release of any information necessary and authorize any changes needed to complete my request.</i></p>		
<b>STUDENT SIGNATURE:</b>		<b>DATE:</b>

ISSS will send all communications about this request to your @du.edu email. Remember to check this account regularly.

**ACADEMIC ADVISOR or FACULTY (NOT STUDENT) MUST COMPLETE PAGE 2. IF COMPLETED BY STUDENT, THE FORM WILL BE RETURNED TO STUDENT.**

FOR ISSS OFFICE USE ONLY		
Assigned To:	Processing Checklist:	Processing Notes
	<input type="checkbox"/> Enrollment confirmation provided _____ <input type="checkbox"/> GA processed    ___ / ___ / ___ <input type="checkbox"/> ISA processed    ___ / ___ / ___	

**SECTION B: Must be completed by ACADEMIC ADVISOR**

According to the federal regulations, "An F-1 student may be authorized...to participate in a curricular practical training program which is an **integral part of an established curriculum**". {8 CFR 214.2(f)(10)(I)} The training must have a strong connection to the student's academic program, so it must be required for the degree, required to earn experiential learning credit, or required for the student's thesis or dissertation. **Training that is related to the major and provides employment experience does not necessarily meet the requirements of Curricular Practical Training. Please complete this form after reviewing the training description provided by the student.** If you have questions, please call an ISSS advisor at 303-871-4912. Please note: Independent Study Credits CANNOT be used for Experiential Learning.

**Please choose one:**

This training is required for the student's degree (*Note: This must be documented in an official university publication*).  
If applicable: Course \_\_\_\_\_ Number of Credits \_\_\_\_\_ Term \_\_\_\_\_

The training is required to earn experiential learning credit for which the student will register.  
Course \_\_\_\_\_ Number of Credits \_\_\_\_\_ Term \_\_\_\_\_

The training will provide research or training that is necessary for the student's approved thesis or dissertation.  
Topic and/or title of thesis or dissertation: \_\_\_\_\_

**Please answer the following if you checked the 2<sup>nd</sup> or 3<sup>rd</sup> option:**

1. Describe the academic requirements of this training.
  
2. Describe how this training connects to the student's current studies. If training is related to dissertation/thesis research, please explain how this training will impact research (feel free to attach documentation).
  
3. Describe how this internship is considered "integral" to the program of study/curriculum the student is pursuing. Feel free to refer to program documentation (website/catalog).

**Please initial if the student's CPT will be full-time (more than 20 hrs/week) and you agree to the following:**

Curricular practical training is not expected to affect the student's academic performance during the term(s) for which CPT has been requested **OR** delay normal progress toward completing the course of study. \_\_\_\_\_

**NOTE:** Prior to signing this recommendation, please know that this information is required by the U.S government and can be provided to specific government agencies, for review of the maintenance of the student's legal immigration status.

**I have reviewed this job description and it is my opinion that the proposed curricular practical training is in the student's current major area of study and that it is an integral part of the established curriculum. In signing this form, I understand that my academic recommendation will be used by an ISSS advisor to evaluate if this training meets the curricular requirements as defined by immigration regulations.**

<b>Academic Advisor or Faculty Signature:</b>		<b>Date:</b>
<b>Printed Name:</b>	<b>Department:</b>	
<b>Email Address:</b>		

# Sample Training Letter for F-1 Curricular Practical Training (CPT)

To be typed, signed, and printed on letterhead from your prospective training provider.

Important: This form is just a template for a letter.  
Training providers should NOT complete this document!

Date: \_\_\_\_\_

To Whom It May Concern:

I hereby verify that \_\_\_\_\_ (full name of student) has been offered a position at  
\_\_\_\_\_ (name of training provider) under the following terms:

Training start date: \_\_\_\_\_ End Date: \_\_\_\_\_ Maximum Number of hours of work per week: \_\_\_\_\_

Name of Training Provider: \_\_\_\_\_

Training Provider Address: \_\_\_\_\_

Training Site Address: \_\_\_\_\_

(No PO Box)                      Street Address                      City                      State                      Zip Code

Position Title: \_\_\_\_\_

Role and Responsibilities of the position:

I am cooperating with University of Denver to achieve the curricular purposes of this training.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Training Provider

Date: \_\_\_\_\_