

CURRICULAR PRACTICAL TRAINING

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

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 an internship or independent study course 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. 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 CPT in order to maintain lawful F-1 status unless it is during a vacation period.

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

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. The student must maintain full-time enrollment during CPT in order to maintain status unless it is during a vacation period.

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 Academic Advisor's *Recommendation for Curricular Practical Training* form. Students who will be evaluated for more than one job for the same academic 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 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 a course is required, the registration must be verified in PioneerWeb. Registration is required for each quarter in which the employment takes place.

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 3-4 business 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 her 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 start 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/iss/employment/taxes.html> for more information. ISSS staff are not authorized to provide tax assistance or advice.

For Academic Advisors:

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 internship/independent study credit, or required for the student's thesis or dissertation. Training that is related to the major and a good opportunity does not necessarily meet the requirements of Curricular Practical Training. Call an ISSS advisor at 303-871-4912 if you have questions.



F1 Curricular Practical Training Request And Academic Advisor's Recommendation

Section A: Student Information	
LAST (FAMILY) NAME in Passport:	FIRST NAME in Passport:
DATE OF BIRTH (mm/dd/yyyy)	DU ID Number:
I hereby authorize the release of any information necessary for this request and authorize any changes needed to complete my request.	
STUDENT SIGNATURE:	DATE:

ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address. It is important that you check this account regularly. For information regarding your DU e-mail, visit <http://www.du.edu/uts/helpdesk/docs/email.html>

SECTION B: Details about CPT Employment	
Employer Name:	Employer Address:
Employer Contact Person:	Contact's Email Address:
Dates of Training: Begin (mm/dd/yy): ___/___/___ End (mm/dd/yy): ___/___/___ *Limited to one term per authorization unless required by program or thesis/dissertation	
Hours of Employment: <input type="checkbox"/> Part-time (20 hrs or less/week) OR <input type="checkbox"/> Full-time (more than 20 hrs/week) *Full-time enrollment is still required unless CPT is during summer or reported vacation term.	
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: _____	

SECTION C: Job Offer Letter
<input type="checkbox"/> Job Offer Letter Attached Job Offer Letter MUST include the following: ___ official company letterhead ___ signed by the prospective employer ___ list/describe the type of employment with specific job responsibilities ___ list the location of employment ___ indicate whether the job will be part-time (20 hours or less per week) or full-time (more than 20 hours per week) ___ list the beginning and ending dates of the employment (authorization is given on a quarter/semester basis)

ACADEMIC ADVISOR MUST COMPLETE PAGE 2

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

