



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • international.colostate.edu

F-1 STUDENT CURRICULAR PRACTICAL TRAINING REQUEST

Submit your CPT application to ISSS in Laurel Hall. Please allow 5-7 business days to process your request. You may not begin CPT employment until you have received a new I-20 authorizing the CPT. We will contact you via your RAMweb email address when documents are completed and available for pick up.

Checklist of required documents:

- Completed F-1 Student Curricular Practical Training (CPT) Request Form
- Completed Advisor Form (pages 3-4 of this packet)
- Completed Employer form (page 5 of this packet)

To be completed by the student:

Name: _____

CSU ID Number: _____ Program Level: UG GR PhD

Major/Program: _____ Estimated Completion Date: _____

Have you ever been approved for CPT before? Yes No

If yes, please attach copies of previous I-20s with CPT authorization

Have you been enrolled full-time for at least 1 academic year? Yes No

F-1 regulations state that students should be "lawfully enrolled on a full-time basis in a service-approved college, university, conservatory, or seminary for one full academic year" to be eligible for CPT.

If no, are you enrolled in a graduate program requiring immediate participation in CPT? Yes No

If your answer to both of these questions was "no", you are not eligible for CPT at this time

Proposed CPT Start Date: _____ Proposed CPT End Date: _____

Please Check One: Full Time CPT Requested (More than 20 hours per week)

Part Time CPT Requested (20 hours per week or less)

Will the CPT employment be paid? Yes No

If yes, do you have a Social Security Number? Yes No

****If your CPT will be paid and you do not have a Social Security Number, you will need to apply for one.****

I certify that I have read and understand the instructions on page 2 of this CPT request packet.

Student's Signature: _____ Date: _____

F-1 STUDENT CURRICULAR PRACTICAL TRAINING INFORMATION

What is Curricular Practical Training (CPT)?

- Required or optional employment which is an integral part of the student's established curriculum. "Integral" here is defined as employment that has a strong and measurable connection to the student's academic program/goals. When describing the learning objectives of the proposed employment and how those objectives are an "integral" part of the student's academic program, it is not sufficient justification to state that "the employment is related to the student's major and provides valuable work experience". The employment must not only be related to the student's major, but must fulfill a specific course requirement, earn internship or practicum credit, or facilitate the student's successful completion of thesis or dissertation research. In other words, the program curriculum and learning objectives, rather than the student's desire for employment, should drive the decision of whether the opportunity should be approved as CPT.

What must I do to be eligible to apply for CPT?

- Maintain valid F-1 status
- Enrolled at Colorado State University
- The opportunity must be shown to be an "integral part of an established curriculum"
- Undergraduate students must have been enrolled for at least one academic year to be eligible for CPT.
- In general, graduate students must have been enrolled for at least one academic year to be eligible for CPT. However, a student enrolled in a graduate program which requires participation in CPT prior to the completion of one academic year may also be eligible.
- CPT may be part-time (20 hours/week maximum) or full time (more than 20 hours/week).
- Students on CPT must continue to make normal academic progress and must maintain full-time academic enrollment unless otherwise eligible for a reduced course load. In some cases, a full-time practicum or internship that is required by the student's program of study may be considered the equivalent of full-time enrollment.
- A student participating in CPT for independent study or internship credit that extends over both fall and spring semesters is required to register for the credit in both semesters.
- A student participating in CPT during the spring semester and extending over summer is only required to register for credit during the spring semester. Likewise, a student participating in CPT during the summer and extending into the fall semester is only required to register for the credit during the fall.
- A student participating in CPT only for the summer based upon independent study or internship credit is required to register for the credit over the summer.

What are the limitations to Curricular Practical Training?

- You may not begin CPT employment until you have received your new I-20 authorizing the CPT.
- Employment for the primary purpose of gaining work experience/financial compensation does not qualify.
- In general, CPT will be limited according to the following guidelines unless your department further restricts CPT participation:
 - 1) two semesters + one summer,
 - 2) three summers, or
 - 3) one semester + two summers.

Some exceptions apply for students whose programs require longer participation.

- Students who use 12 months of full-time CPT will lose eligibility for Optional Practical Training (OPT).
- Part-time CPT or less than 12 months of full-time CPT does not have any effect on OPT eligibility.
- Students may not work past the authorization date listed on page 2 of their I-20 without applying for and receiving an additional authorization for employment.

How do I apply for CPT?

To receive CPT authorization, students must submit the following items:

- Completed Request for Curricular Practical Training (CPT) Authorization (page 1 of this packet)
- Completed Advisor Form (pages 3 and 4), signed by your Academic Advisor
- Completed Employer Form (page 5), signed by a Company Representative

How do I find out if my CPT request has been approved?

- You will be notified by e-mail when your new I-20 document with your CPT authorization is complete.



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • international.colostate.edu

F-1 STUDENT CPT ACADEMIC ADVISOR FORM

Must be completed by student's academic advisor or department chair

This form assists International Student and Scholar Services (ISSS) to adequately document that the proposed employment is in compliance with immigration regulations regarding curricular practical training (CPT). According to the 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)} "Integral" here is defined as employment that has a strong and measurable connection to the student's academic program/goals. In other words, the employment must not only be related to the student's major, but must be required for a specific course, used to earn internship or practicum credit, or facilitate the student's successful completion of thesis or dissertation research.

Please note that employment that is simply related to the major and a good opportunity does not necessarily meet the qualifications. It must be shown how the employment will contribute to the program curriculum and learning objectives. Please contact an advisor in International Student & Scholar Services if you have any questions.

Advisor - please review the student's proposed employment and check all that apply:

This employment is required for the student's degree. *Note: For employment to be required for the degree, it must be documented as such in an official university publication.*

The student will earn internship/independent study credit and will be registered as follows:

Course Number: _____ Number of Credits: _____ Semester(s): _____

Note: Student must actually register for the course(s), internship or independent study credit during the period of authorized CPT.

This employment will facilitate the student's successful completion of thesis or dissertation research.

This employment will yield a project for a particular course that is required by the student's degree program. (This could include a paid internship that is one of several options required for a specific course.)

Course Number: _____ Number of Credits: _____ Semester(s): _____

In addition to the above, please outline the learning objectives of the proposed employment and describe how those objectives are an "integral" part of the student's academic program: _____

F-1 STUDENT CPT ACADEMIC ADVISOR FORM (page 2)

Please indicate the name of the faculty member assigned to evaluate whether the learning objectives were met. _____

Please indicate whether there is a specific departmental limit to the number of internship/independent study credits a student can earn as part of this major. _____

F-1 students are required by law to pursue a full course of study while on CPT unless eligible for a reduced course load through one of the full-time exceptions. A full course of study is defined as 12 credits for undergraduate students or 9 credits for graduate students. A student authorized for full-time CPT may be considered to be pursuing a full course of study if the CPT is required for completion of thesis or dissertation research, or otherwise required for completion of the degree as indicated in an official university publication.

Please check one of the following boxes:

- The student will have been enrolled for at least one academic year by the start date of the proposed CPT.
- The student is enrolled in a graduate program which requires immediate participation in CPT (attach explanation).

Immigration regulations do not prohibit full-time CPT for students who are still enrolled in coursework, nor do they prohibit CPT during the first year of a new degree program if students have already enrolled at a U.S. university for an academic year at another degree level (please note that time spent studying in an Academic English Program does not count toward CPT eligibility). However, please use your discretion to ensure that this CPT opportunity will not adversely affect normal academic progress, prior academic commitments, or performance, especially for graduate assistants.

U.S. Department of Homeland Security guidance has indicated that a student's desire for employment or relevant work experience is not sufficient justification for CPT work authorization. This CPT opportunity is recommended based upon the curricular objectives of this student's degree program.

Academic Advisor (please print name): _____

Department: _____ Phone: _____

Signature: _____ Date: _____

Please have the student return this form to the Office of International Programs in Laurel Hall.



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • international.colostate.edu

F-1 STUDENT CPT EMPLOYER FORM

This form must be completed by the employer who offers a position of employment to any F-1 international student of Colorado State University applying for CPT work authorization. Please complete this entire form and submit it either to the student or to the International Student & Scholar Services Office at Colorado State University.

ISSS authorization must be granted on a new Form I-20 before the student may begin CPT employment. ISSS processing times are 5-7 days from the time the student's application for CPT is submitted.

To be completed by the employer:

Today's Date: _____

Student's Full Name: _____

Employer/Company Name: _____

Physical Address of Student's Employment Location: _____

Requested Employment Start Date: _____ Requested Employment End Date: _____

Number of hours per week the student will work during the dates listed above: _____

Is this position paid or unpaid (paid positions include any form of compensation): _____

Student's Position Title: _____

Position Description (you may also attach a job offer letter to this form if it includes job duties): _____

Name and Title of Supervisor: _____

Supervisor Phone Number & Email: _____

As the employer, please check the box indicating you are aware this position will be considered practical training for academic purposes and will be considered part of the student's degree requirements.

Signature of Company Representative: _____

Printed Name and Title of Company Representative Completing this Request Form (if different from above): _____

F-1 STUDENT CPT INFORMATION PAGE

What is Curricular Practical Training (CPT)? CPT is work authorization for F-1 international students to receive further training that is directly related to their degree level and major. CPT authorization is dependent upon the student being academically eligible and the employment meeting federal government regulations.

F-1 students must apply for CPT authorization if they intend to work off-campus as an integral part or planned option of their established curriculum, prior to completion of their academic program, whether or not they will receive any form of payment or compensation.

International Student and Scholar Services (ISSS) determines eligibility for and authorizes the CPT employment. A student authorized for CPT may only be employed by a specific employer, at a specific location, and for specific dates as approved by ISSS. Any changes in the employment (i.e. employer, location, dates of employment) will require a new CPT application.

Students may begin employment only after receiving authorization that will be recorded on a new Form I-20. Students cannot begin working until authorized by ISSS on page 2 of their I-20 and the start date on page 2 of their I-20 has arrived. Students must stop working by the end date of their authorization or upon changing or terminating their employment.