



# 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 International Student and Scholar Services 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 in your current program for at least 1 academic year?  Yes  No

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 that extends over both fall and spring semesters for independent study or internship credit 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 and financial compensation does not qualify for CPT
- 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 will not affect eligibility for OPT
- 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-Curricular Practical Training Request (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.



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### 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 see 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: \_\_\_\_\_

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## 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).

Note: Before signing below, please ensure that this CPT opportunity will not adversely affect normal academic progress, prior academic commitments or performance, especially in the case of 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.



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### 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: \_\_\_\_\_ 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): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Supervisor Phone Number & Email: \_\_\_\_\_

As the employer, are you aware that this position will be considered practical training for academic purposes and will be considered as part of the student's degree requirements?  Yes  No

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 on page 3 of their I-20 by ISSS and the start date on page 3 of their I-20 has arrived. Students must stop working by the end date of their authorization or upon changing or terminating their employment.