



University of Colorado Denver

**International Education
International Student & Scholar Services**

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Curricular Practical Training

Definition of Curricular Practical Training:

F-1 regulations state that Curricular Practical Training (CPT) must be “an integral part of an established curriculum.” They define CPT as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” [8CFR 214.2(f)(10)(i)]

Preconditions:

Students must have been lawfully enrolled on a full-time basis at a USCIS approved school for one academic year (consecutive terms) as an F-1 before being eligible for CPT. Exceptions exist for graduate students whose programs require immediate CPT. Available only while student is in F-1 status, **before** completion of the educational objective.

Location:

Students may engage in CPT only for specified employer, location, and period approved and recorded in SEVIS for page 3 of the I-20.

Duration:

Duration depends on the specific period granted on page 3 of your I-20. At UC-Denver, authorization is granted on a semester by semester basis. If the student accrues 12 months or more of full-time CPT, the student will be ineligible for post-completion Optional Practical Training (OPT).

Hours per week:

CPT can be approved for part-time (20 hours or less) per week, or full-time (**21** hours or more) per week. Full-time authorization may be granted on a case-by-case basis. Graduate students for whom a full-time practicum is required (e.g. Counseling) can be approved for full-time during the practicum prior to program completion.

Field/level of work:

CPT must be an integral part of an established curriculum, in the student’s course of study.

Approval process:

1. Attend a Work Clinic
2. Request a **CPT Eligibility Form** be filled out by an International Student Advisor and faxed to the Career Center before making an appointment with Career Center.
3. Obtain a **Letter of Offer from the potential employer**. See template letter.
4. Take the Letter of Offer to the Career Center to obtain a **Internship Advisor Recommendation**

NOTE for Students on the Anschutz Medical Campus ONLY: You need a letter from your Academic Advisor outlining in detail how the job is directly related to your studies **INSTEAD OF** the Internship Advisor Recommendation form the Career Center listed on #4.

5. Bring BOTH the Letter of Offer and the Internship Advisor Recommendation letter (letter from Academic Advisor for AMC students) to ISSS to request CPT authorization.
6. Pick up a new I-20 from International Education with CPT approval on page 3. Show this to the employer as proof of work permission.

****Failure to receive proper CPT authorization on page 3 of the I-20 before beginning employment will result in termination of the I-20 and loss of F-1 status.****

Template for Letter of Offer:

COMPANY LETTERHEAD with address – ORIGINALS ONLY – NO COPIES

LETTER OF OFFER

DATE: month, day, year

Intern's Full Legal Name

Intern's Full Address

RE: Part-time or Full-time POSITION NAME Internship Position

Dear Mr. / Ms. Intern's Full Legal Name Here

Organization/Company name is pleased to offer you the Part time/Full time position of Position title at place of office beginning 1st working date and ending on position end date. Your salary will be \$XX.XX per hour and will require you to work X hours per week between the hours of XX and XX, Monday - Friday.

The duties of this position will include: (include detailed job description here with specific field of study-related duties here). Your mentor/direct supervisor will be name of the person who will evaluate the intern at the end of the term here. His/her contact information is: LIST the supervisor/mentor's email and phone number here.

If you need additional information, please feel free to call Human Resources or the supervisor of Intern's Full legal Name and we will be glad to assist.

Sincerely,

Original Signature of Company Representative

Company Representative's name
Company Representative's Title
Contact Information