



CURRICULAR PRACTICAL TRAINING (CPT)

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who want to gain experience in their fields of study. To obtain CPT, a student must:

- Be in a valid F-1 immigration status for at least two semesters (except students who must work as a requirement for their degree)
- Secure a job offer related to the student's field of study
- Get CPT authorization BEFORE beginning employment or to seek employment, authorization cannot be post-dated.
- Be registered for classes at Colorado Heights University. CPT cannot be used when a graduate student is in "filing fee status".

The Enrollment Coordinator at Colorado Heights University must grant permission for CPT after establishing the student's eligibility and reviewing the application materials. The authorization is granted by issuing a new I-20 for the student with the employer's information notated on page 3 of the I-20. After the application for CPT is submitted to the CHU Admissions Office, the new I-20 is issued within 3 working days if all conditions are met and the student status in SEVIS allows. The I-20 is shown to the employer as evidence of work authorization.

CPT must coincide with the appropriate internship class and must be directly related to the degree sought. If twelve (12) months or more of full-time CPT is used, a student forfeits their Optional Practical Training eligibility. Accrual of part-time CPT does not affect eligibility for OPT.

CPT is not available after a student completes a degree program.

Fall and Spring Semester. Employment is limited to part-time (20/hours week or less) during the Fall and Spring semesters. However, Graduate students who have advanced to candidacy are eligible for full-time employment during the semester as long as the employment is integral to their degree program and is states as such in the letter of support from the academic department.

Summer. Full-time (20 hours or more per week) employment is allowed for all continuing students in the summer. If summer is the first or final semester of a student's degree program, CPT is limited to 20 hours per week. To be eligible, students must enroll in one of the current or next available Summer Sessions. Authorization can be granted as early as the day after spring classes end up to the last day of the summer (day before fall classes begin).



CPT Application Process:

1. Registration in the appropriate course as listed above, if you will receive course credit for CPT.
2. Complete the CPT Application Form
3. Make sure you have an academic recommendation letter.
4. Letter from potential employer with job title and brief description of job duties.
5. Submit the above items along with proof of course enrollment to CHU Admissions Office
6. Pick up your new I-20 at Colorado Heights University Admissions Office three (3) business days after submitting your application