Columbia Law School

Curricular Practical Training

Spring 2020 Certification Process

February 14, 2020

AGENDA

Columbia
Law School

What is Curricular Practical Training (CPT)?

- Work authorization
- Summer employment
- Academic credit

Who is eligible for CPT?

- JD students with F-1 Visa status
- At CLS in Spring 2020 and Fall 2020
- Summer employment, starting May 18

How to apply for CPT

1. Complete the F-1 CPT Request Form

2. Obtain Employer Letter

3. Secure Law School faculty supervisor

4. Submit documentation to Registration Services

5. Upload certified documents in Compass

How to apply for CPT (1)

Complete the F-1 CPT Request Form

• ISSO application form

• Available at:

   ## law.columbia.edu/registration/cpt-opt/cpt

How to apply for CPT (2)

Employer letter confirming:

- Employment of at least 6 continuous weeks

- Start & end date, hours per week, payment

- Type of work & job title

Sample letter available

How to apply for CPT (3)

Secure a faculty supervisor

- Direct a one-credit paper: 'Supervised Essay on Legal Practice' (L6883 – S3)

- Letter of agreement

Sample letter available

How to apply for CPT (4)

Submit documentation to Registration Services for certification

- You will be notified when ready for collection

- Allow 5 business days

How to apply for CPT (5)

Submit documentation for ISSO authorization

- ISSO Portal: Compass
  - ✓F-1 CPT Request Form
  - ✓Employer Letter
- At least 10 business days prior to start date

Start date variance eligibility:

- Employment is part of a summer associate program with a single start date.

- All exams completed prior to start date

- All written work completed Friday, April 24th.

**CPT Exception Request Form
submit by noon, Friday, April 10th**

CONCLUSION (1)

Documentation

- F-1 CPT Request Form (ISSO)

- Employer Letter (ISSO)

- Supervised Essay on Legal Practice Form (RS)

- Faculty supervisor letter (RS)

CONCLUSION (2)

Timeline

- Registration Services: 5 business days

- ISSO: 10 business days

No fewer than 15 business days in total prior to start of employment

All Law School instructions available at:

law.columbia.edu/registration/cpt-opt/cpt

All CU instructions available at:

isso.columbia.edu/content/f-1-cpt-curricular-practical-training