



# Curricular Practical Training

Spring 2021 Certification Process

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February 10, 2021

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## AGENDA

- 01** What is Curricular Practical Training?
- 02** Who is eligible?
- 03** How to apply
- 04** Start-date variance
- 05** Conclusion: documents & timeline



## What is Curricular Practical Training (CPT)?

- Work authorization
- Summer employment
- Academic credit



## Who is eligible for CPT?

- JD students with F-1 Visa status
- 1Ls- At CLS two consecutive in-person full-time terms
- Continuing students- At CLS two consecutive full-time terms
- Summer employment, starting May 1

Full-time terms: Fall 2020 and Spring 2021 with expected registration in Fall 2021

## 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:

<https://www.law.columbia.edu/academics/registration-services/curricular-practical-training-cptoptional-practical-training-opt/curricular-practical-training-cpt-certification>



## How to apply for CPT (2)

### **Employer letter confirming:**

- Employment of at least 4 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 Monday, April 26th.

## 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:

<https://www.law.columbia.edu/academics/registration-services/curricular-practical-training-cptoptional-practical-training-opt>



All CU instructions available at:

<https://isso.columbia.edu/content/f-1-cpt-curricular-practical-training>