Curricular Practical Training

Spring 2021 Certification Process

February 10, 2021
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:

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

*CPT employment is generally 6 continuous weeks of employment. This change is in response to the ongoing COVID-19 pandemic.
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