

# Curricular Practical Training (CPT)

## **Summer and In-Semester Certification Process**

---

February 2024

# AGENDA

**01** What is Curricular Practical Training (CPT)?

**02** Who is eligible?

**03** How to apply

**04** Start-date variance

**05** Conclusion: documents & timeline

## What is CPT?

- Work authorization for off-campus employment
- Full-time Summer employment (J.D.s)
- Part-time Fall and Spring employment (J.D.s and LL.M.s)
- Earn 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
- LLM students with F-1 Visa status
  - Fall/Spring semester
  - Students participating in in-house or independent Externships

## How to apply for CPT

1. Complete the F-1 CPT Request Form
2. Obtain Employer Letter
3. Secure Law School faculty supervisor & submit Supervised Essay on Legal Practice form (J.D.s Only)
4. Submit documentation to Registration Services
5. Upload certified documents in Compass

# How to apply for CPT (cont.)

## 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>
- Do **NOT** complete Part 3 of the form. That section must be completed and signed by Registration Services.

## How to apply for CPT (cont.)

### Employer letter confirming:

- Be on official company letterhead
- Includes specific start & end date (dates must match on F-1 CPT Request Form)
- Includes the number of hours per week
- Indicates if employment is paid or unpaid
- Job title and detailed description of duties
- Signed and dated by employer

**[Sample letter available](#)**



## How to apply for CPT (cont.)

### Secure a faculty supervisor (J.D.s Only)

- Write a one-credit scholarly paper on a topic related to legal issues student encountered
- **Fall/Spring semester CPT:**
  - Submit form for Supervised Essay on Legal Practice (L6883 - Section 4), which will be registered for the Fall and Spring semesters.
  - Paper must be submitted by the end of the semester during which the credit is being earned.
- **Summer CPT:**
  - Submit form for Supervised Essay on Legal Practice (L6883 – Section 3), which will be registered in Fall semester immediately following summer employment.
  - Paper must be submitted by October 15. Grade must be submitted by November 15 to Registration Services. No extensions permitted.

**JD Supervised Essay on Legal Practice**



# How to apply for CPT (cont.)

## LL.M. Students

- LL.M.s participating in Externships on F-1 Visa need CPT Approval
- In-House Externship (Organized by Columbia Law School Externship office)
  - Registered for externship course (sent by Liliana Vaamonde, Director of Externships)
  - Registered for LLM Experiential Requirement for CPT – 0 credits
- Independent Externship (Not organized by Columbia Law School)
  - Registered for Supervised LLM Experiential Study (L6697-1)
  - Registered for LLM Experiential Requirement for CPT – 0 credits

## How to apply for CPT (cont.)

### **Submit documentation to Registration Services for certification**

- F-1 CPT Request Form will be emailed to student once certified
- Allow 3 business days

## How to apply for CPT (cont.)

### 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

- Start date variances are for summer CPT
- Employment is part of a summer associate program with a single start date
- All written work and final exams completed by (May 10, 2024)

## Conclusion

### Submit the following documentation to Registration Services

- F-1 CPT Request Form
- Employer Letter
- Supervised Essay on Legal Practice Form (J.D.s Only)

## Conclusion (cont.)

### CONCLUSION (2)

#### Timeline

- Registration Services: 3 business days
- ISSO: 10 business days

**No fewer than 13 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/curricular-practical-training-cpt-certification>



All CU instructions available at:

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