



Colorado Heights University

International Student (F-1 Visa) Employment Information

General Eligibility Requirements

- Visa requirements are always followed (Referred to as “maintaining status”)
- Academic requirements are met (Referred to as “Satisfactory Academic Progress “or SAP)
- Volunteer experience does not require approval
- Employment may not interfere with the student's ability to carry a full course of study
- Employment may only continue through vacation if the student intends to enroll in the next available session

Types of Employment and Specific Requirements

1. On-Campus

- All F-1 Visa students (ESL/BA/MBA) may apply
- CHU International Student Services (DSO) approval NOT required
- No U.S. Government application
- Maximum 20 hours per week while school is in session

2. Curricular Practical Training (CPT)

- CHU International Student Services (DSO) approval required, contact: 303-937-4280 or Registrar@chu.edu
- Only degree program (BA/MBA) students may apply when enrolled in internship course
- Discuss internship course enrollment with Academic Advisor
- Paid employment may only begin after receiving Form I-20 listing CPT approval on page 3
- No U.S. Government application required
- Position accepted must be directly related to the student’s major area of study
- Volunteer or unpaid work does not require CPT approval
- CPT impacts OPT **only** if the student works 12 months or more of full-time employment on CPT
- CPT instead of pre-completion OPT preserves 12 months of post-completion OPT

3. Optional Practical Training (OPT)

- CHU International Student Services (DSO) approval required, contact: 303-937-4280 or Registrar@chu.edu
- Must complete 1 full academic year as an F-1 visa holder prior to request
- Must apply for an Employment Authorization Document using Form I-765 through USCIS (www.uscis.gov)
- Only degree program (BA/MBA) students may apply
- OPT used prior to program completion is subtracted from 12 month total allowed after program completion
- Full-time employment only allowed during annual vacation or after completion of program
- OPT is automatically terminated when student transfers to another school or begins study at another level

4. Off-Campus

- CHU International Student Services (DSO) approval required, contact: 303-937-4280 or Registrar@chu.edu
- Must demonstrate severe economic hardship due to unforeseen circumstances beyond the student's control
- Must demonstrate on-campus work is unavailable or otherwise insufficient to meet financial needs
- Must apply for an Employment Authorization Document using Form I-765 through USCIS (www.uscis.gov)
- Completion of 1 full academic year (2 complete semesters) as an F-1 visa holder required prior to request
- Maximum 20 hours per week while school is in session