



Colorado Heights University

CPT Regulation Information for Employers

Regulatory Reference: Code of Federal Regulations Title 8 Section 214.2(f)(10)

(10) *Practical training.* Practical training may be authorized to an **F-1 student**¹ who has been lawfully enrolled on a full time basis, in a **Service-approved college**², university, conservatory, or seminary for one full academic year. This provision also includes students who, during their course of study, were enrolled in a study abroad program, if the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad. A student may be authorized **12 months of practical training**³, and becomes eligible for another 12 months of practical training when he or she changes to a higher educational level. Students in English language training programs are ineligible for practical training. An eligible student may request employment authorization for practical training in a position that is **directly related to his or her major area of study**⁴. There are two types of practical training available:

(i) *Curricular practical training.* An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an **integral part of an established curriculum**⁵. Curricular practical training is defined to be alternative work/study, **internship**, cooperative education, or any other type of required internship or practicum that is offered by **sponsoring employers through cooperative agreements with the school**⁶. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in **graduate studies that require immediate participation in curricular practical training**⁷. A request for authorization for curricular practical training must be made to the DSO⁸. A student may begin curricular practical training only after receiving his or her **Form I-20 with the DSO endorsement**⁹.

(ii) *Optional practical training...*

¹ F-1 is the classification for Student Visa

² Colorado Heights University is the 'dba' name for Teikyo Loretto Heights University and is currently an approved school for F-1 students. Verifiable at: <http://studyinthestates.dhs.gov/school-search/> and on the Student's Form I-20.

³ The 12 month limitation only applies to full-time OPT employment. A student may complete full-time CPT employment and still be eligible for OPT employment after graduation as long as they keep their full-time CPT employment period less than 12 months.

⁴ The determination of what type of employment is 'directly related' to the student's field of study is made by the CHU school officials, in conjunction with an employment offer letter and the student's CPT application attestation.

⁵ Both the BA and MBA curriculum offered at CHU require internship course experience and encourage students to take advantage of additional available internship course credits.

⁶ CHU considers any employer an internship 'sponsor' once an offer letter meeting the required criteria is provided. The 'cooperative agreement' for CHU purposes is the employment supervisor evaluation completed at the end of the term and used for grading purposes. CHU is happy to discuss establishing formalized agreements beyond these requirements with any interested employer.

⁷ The CHU MBA program requires student enrollment in an internship course after completion of 9 credit hours. International students must complete 9 credit hours in their first 16 week semester.

⁸ DSO stands for Designated School Official. The DSO will be indicated on Pages 1 and 3 of the Form I-20, along with their signature authorizing the employment.

⁹ DSO endorsement and listed authorization, along with authorization start and end dates, may be viewed on page 3 of the Form I-20.