Columbia
Law School

Curricular Practical Training (CPT)

Summer and In-Semester Certification Process

March 2025

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 <u>in-person</u> 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. To apply and be certified for CPT, please submit these three documents via the [Qualtrics CPT Request form](#).

   I. [F-1 CPT Request Form](#) **(Please leave Part 3 blank)**
   II. [Employer Letter](#)
   III. [Supervised Essay on Legal Practice Registration Form (L6883 - Section 3)](#)

2. Our office will email you the signed CPT Request Form to upload in ISSO Compass Portal.

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

- Please allow 3 business days for processing

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 16, 2025)

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