CURRICULA PRACTICAL TRAINING (CPT)

1) Who is eligible for Curricula Practical Training (CPT)?

International J.D. students registered with the University’s Office for International Students are eligible to apply for CPT if you are:

- in good standing
- have been in lawful status for at least one academic year
- have been offered a legal associates position or its equivalent

CPT related work is always part-time during the academic year (maximum of 20 hours of work per week). CPT related work may be full-time during the summer sessions.

2) The approval process

- You must complete the CPT form that can be found at the Office of International Students website.
  
  [http://www.fordham.edu/images/student_services/ois/CPT%20Form.pdf](http://www.fordham.edu/images/student_services/ois/CPT%20Form.pdf)

- If you are an International J.D. student, you must meet with the Assistant Dean of Student Affairs to review the course requirement for CPT and to have the CPT form signed.

- On the day of your meet with the administrator that is to approve your CPT form, you must bring the Offer of Employment Letter from your prospective employer. The letter must include:
  
  the beginning and ending dates of employment;
  the location where your employment will take place;
  the number of hours you will work on a weekly basis;
  a description of your duties in sufficient detail to clearly show the work is appropriate to meet the requirements of your law degree;

- International J.D. are eligible for only two (2) CPT related employment applications.

3) Course(s) eligible to meet CPT requirements

- J.D. students approved for CPT must enroll in a two credit Independent Study Course that will be taken the semester after you complete your CPT approved employment. Students are not eligible for CPT in the last semester of their law school education.

(OVER)
• The research paper associated with this independent study must relate to a legal issue addressed during the CPT approved employment session and must be supervised by a tenured faculty member at the Law School.

• The Registrar’s Office will enroll you in an independent study course after you have completed and submitted the Independent Study Request Form to that office. [https://go.lawnet.fordham.edu/sites/formscentral/PDF%20Forms/Ind_Study_Req_Form.pdf](https://go.lawnet.fordham.edu/sites/formscentral/PDF%20Forms/Ind_Study_Req_Form.pdf)

(4) CPT and eligibility for OPT

Immigration (DHS-SEVP) regulations do not place and absolute limit on the amount of CPT you may utilize. However, if you engage in 12 months or more of full-time CPT, you will lose your eligibility to engage in Optional Practical Training (OPT) after your complete your J.D. studies.

I have read and understand the above policy for CPT related employment.

______________________________
Signature

______________________________
Date