

# CURRICULAR PRACTICAL TRAINING (CPT) PACKET

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NOTE: Form I-538 is used to certify CPT by a Designated School Official (DSO).

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**REGISTER for Curricular Practical Training after you receive the CPT I-20 Form:**

#### **JD LAW 895A - Curricular Practical Training (Section: LS1)**

**Description:** Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of a faculty adviser. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student adviser. May be taken a maximum of three times. Open only to upper division JD students. This course is graded on a Credit/No Credit basis.

#### **LLM 395/SJD 395 - Curricular Practical Training (Section: LS1)**

**CURRICULAR PRACTICAL TRAINING** - This course is open only to LLM/SJD students holding F-1 student visas. The signature of the LLM/SJD Program Director or Advisor is required to register for this class.

For information about CPT eligibility, contact Margaret Arnold, Administrative Director of Graduate Law Programs, or John Pluebell, Assistant Director, GGU School of Law International Student Services (ISS) 536 Mission Street, Room 3301.

**CURRICULAR PRACTICAL TRAINING (CPT) ELIGIBILITY FORM AND CHECKLIST**

Student ID #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

(Passport) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

I want to do Curricular Practical Training during (*please mark one*):

Fall, 20\_\_\_\_     Spring, 20\_\_\_\_     Summer, 20\_\_\_\_

**Step 1: Meet with GGU School of Law (JD/LLM/SJD) career counselor:**

Jody Lerner (JD) | Margaret Arnold (LLM/SJD Programs) | Leslie Burton (LLM US Legal Studies)

- GGU JD/Graduate Law Programs, 536 Mission Street, Suite 3300
- Meet with JD/LLM/SJD career counselor to begin resume/cover letter prep and job search process. Because it can be quite time consuming to complete your resume and cover letter, we recommend meeting with the JD/LLM/SJD counselor according to the schedule below:

<u>Recommended Start Dates:</u>	<u>Starting Clinic Semester:</u>
June 15	Fall Semester
October 1	Spring Semester
February 15	Summer Term

**Step 2: Meet with GGU School of Law (JD/LLM/SJD) Academic Program Advisor**

- JD/LLM/SJD Academic Program Advisor signs CPT Eligibility Form/Checklist.
- Discuss with JD/LLM/SJD Academic Program Advisor which clinic/course you will be taking to fulfill your requirement.

**Step 3: Meet with GGU School of Law School International Student Services Advisor**

- School of Law International Student Services, 536 Mission, Room 3301, +1(415) 442-6501
- Give CPT Packet to School of Law International Student Services Advisor for completion.
- International Student Services Advisor signs CPT Eligibility Form/Checklist.
- Obtain letter from International Student Services Advisor to present to prospective employers explaining CPT process and student's qualifications (**see Sample #1**).

**Step 4: Meet with GGU School of Law JD/LLM/SJD career counselor**

- Before sending resume/cover letter to employers get initials from JD/LLM/SJD counselor.
- Submit applications to employers and interview for off-campus legal positions.

**Step 5: Obtain an Offer of Employment!!!**

- Employer must send original offer letter to GGU School of Law International Student Services Office explaining terms of employment (**see Sample #2**).

**Step 6: Visit School of Law International Student Services (ISS) Office**

- Sign and date the CPT Eligibility Form and Checklist (below).
- Complete CPT Request Form I-538 (Section A) CPT Packet, Page 4.
- Submit: CPT Eligibility Form/Checklist, USCIS Form I-538, Original I-20, Passport, I-94, Employer letter, and JD/LLM/SJD Academic Program Director signature below.\*\*  
(Please allow five (5) business days for processing of CPT I-20 Form).

**Step 7: Register for CPT class**

- Register for “CPT” as instructed by your JD/LLM/SJD Academic Advisor.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Official Use Only**

**To be completed by JD/LLM/SJD Academic Program Advisor.**

Academic Program: *JD | LLM USLS | LLM ILS | LLM Tax | LLM IP | LLM Enviro | SJD ILS*

*Certificate.Corporate | Certificate.Immigration | Certificate.Estate Planning*

Academic Eligibility (student must meet all of the following criteria):

- Fully admitted
- Completed graduate proficiency and foundation requirements
- Completed at least 8 units at GGU School of Law
- GPA - 2.5 or above

Expected to meet eligibility guidelines by (circle one semester): *Fall/Spring/Summer*

Additional Comments: \_\_\_\_\_

\*\*Approve Actual Placement: \_\_\_\_\_

JD/LLM/SJD Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by GGU School of Law International Student Services Advisor.**

Is student eligible for curricular practical training?     Yes     No

Has student been in valid F-1 status for at least 1 semester?     Yes     No

Expected to be eligible for CPT by (circle one semester): *Fall / Spring / Summer*

Additional Comments: \_\_\_\_\_

School of Law International Student Services Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by GGU School of Law JD/LLM/SJD career counselor.**

Services Completed	Initials	Date
<input type="radio"/> Resume Reviewed		
<input type="radio"/> Cover Letter Reviewed		
<input type="radio"/> Student Counseled re: Contacting Employers		

U.S. Department of Justice  
 Immigration and Naturalization Service  
 OMB Approval No. 1115-0060

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## Certification by Designated School

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**SECTION A. This section must be completed by the student, as appropriate. (Please print or type):**

1. Name: (Family in CAPS) (First) (Middle) \_\_\_\_\_ 2. Date of birth: \_\_\_\_\_
3. Student I-94 admission number: \_\_\_\_\_ 4. Date first granted F-1 or M-1 status: \_\_\_\_\_
5. Level of education being sought: \_\_\_\_\_ 6. Student's major field of study: \_\_\_\_\_
7. Describe the proposed employment for practical training: \_\_\_\_\_

**Beginning date:** \_\_\_\_\_ **Ending date:** \_\_\_\_\_ **Number of hours per week:** \_\_\_\_\_

8. List all periods of previously authorized employment for practical training:

A. Curricular or work/study: \_\_\_\_\_ B. Post completion of studies \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**SECTION B. This section must be completed by the designated school official (DSO) of the school the student is attending or was last authorized to attend:**

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9. I hereby certify that:  
 The student named above:

Is taking a full course of study at this school, and the expected date of completion is: \_\_\_\_\_

Is taking less than a full course of study at this school because: \_\_\_\_\_

Completed the course of study at this school on (date): \_\_\_\_\_

Did not complete the course of study. Terminated attendance on (date): \_\_\_\_\_

Check one:

A. The employment is for practical training in the student's field of study. The student has been in the educational program for at least nine (9) months, is in good academic standing, and is eligible for the requested practical training in accordance with INS regulations at 8 CFR 214.2(f)(10). The training that the student will participate in is an integral part of an established curriculum.

B. The employment is for an internship with a recognized international organization and is within the scope of the organization's sponsorship. The student is in good academic standing.

10. Name and title of DSO: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

11. Name of school: \_\_\_\_\_ School file number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**For Official Use Only**  
 Microfilm Index Number:  
 Form I-538 (Rev. 08/12/02)Y

September 24, 2009

**Curricular Practical Training Letter for Student's Employer**

Date: Thursday, September 24, 2009

**To: Prospective Employer**

From: John Pluebell  
Assistant Director  
Golden Gate University School of Law  
International Student Services (ISS), Room 3301  
536 Mission Street, San Francisco, CA 94105  
+1 (415) 442-6501; jpluebell@ggu.edu

**Re: Curricular Practical Training <<NAME>>**

**To Prospective Employer:**

“Curricular Practical Training” (CPT) is an authorized period of paid employment that is an integral or important part of a Golden Gate University student’s academic degree program.

The Golden Gate University School of Law International Student Services will issue the SEVIS CPT I-20 Form (authorization for employment for practical training) as soon as the qualified student shows that office a letter from the prospective employer requesting approval for the specific placement.

The letter should be on firm or company letterhead requesting that the School of Law International Student Services grant the student’s application for Curricular Practical Training. The letter should specify the beginning and ending dates of employment, the number of hours per week, salary, and the job title and type of legal work the student will perform.

Since the purpose of Curricular Practical Training in the JD/LLM/SJD Program(s) is to provide the foreign law graduate or lawyer with practical legal experience in a US legal setting, it is important that the work be described sufficiently to show that such training will take place.

The student must register for a CPT class. The average length of employment permitted under curricular practical training for each semester is 17-20 weeks. Students may take Curricular Practical training a maximum of three semesters.

Curricular Practical Training complies with 8 CFR 214.2(f)(10)(i), governing practical training of foreign students. This placement does not affect the one-year Optional Practical Training permitted after graduation to those in student status.

Please direct any administrative questions about the Curricular Practical Training Program for students in the JD/LLM/SJD Program(s) to me.

Sincerely,

John Pluebell  
Assistant Director

*Sample #1*

**Curricular Practical Training Letter from Student's Employer**

[TO BE TYPED ON EMPLOYER'S LETTERHEAD]

[\*\*NOTE TO EMPLOYER\*\* (see below)]

[date]

To Whom It May Concern:

This letter is written to support the application for part time, [#] hours per week curricular practical training of [**Student's Name**].

[**Student's name**] is a law clerk and will be working for [**Employer/firm name**] beginning on [**specify start date**]. We expect to continue to employ [**Student's name**] through [**specify end date**]. This period of employment corresponds to the time allowable during the Curricular Practical Training period and is needed to complete the training we provide. Duties will include:

[insert duties- see sample duties below]

[*Legal Research*];

[*Drafting letters to courts and clients*];

[*Answering client telephone calls*];

[*Preparing legal documents*];

[*Other office legal work*].

[**Employer/firm name**] therefore requests that the application of [**Student's name**] for Curricular Practical Training be granted.

Sincerely,

[Signature, supervising attorney]

[Employer/firm name]

**\*\* NOTE TO EMPLOYER\*\***

**Please type up the proceeding letter on employer/firm letterhead and replace the bold brackets with the appropriate information specified. Please return completed letter to student or mail to:**

**John Pluebell  
Golden Gate University School of Law  
International Student Services Attn: CPT Advisor  
536 Mission Street, Room 3301  
San Francisco, CA 94105-2968**

*Sample #2*