



Curricular Practical Training (CPT) Offer Letter Requirements

You will need to upload your internship/training offer letter to your CPT Request Form through [your MyISSS portal](#). Your offer letter must:

- Be on letterhead and addressed to you (the student)
- List the number of hours you will work per week.
- Specify your internship start date.
 - The CPT start date indicated in your offer letter should be at least 10 business days from the day you submit your *CPT Request* in the [MyISSS portal](#) to allow time for your academic advisor/graduate program administrator to sign the e-form and for ISSS to process the request
- Describe the nature of the practical training opportunity (internship duties and expectations)
 - If offer letter does not include a description of the internship duties, then, you must also upload an internship description.

If working remotely from Colorado for an employer who is located out-of-state during the fall or spring semester, or summer if it is your final required semester to complete your degree requirements:

- The internship/training offer letter needs to include language stating that you will be working remotely fully from Colorado.
 - If offer letter does not include language that you will be working remotely from Colorado then you must request and upload an additional letter from the employer explicitly stating that you, the student, will be working remotely fully from Colorado.

Failure to submit an offer letter and internship description, if applicable, that meets the above criteria will delay your CPT authorization.