

Spring 2017: Academic Internships & CPT Application Procedures

Academic Internships & CPT Application Procedures

Spring 2017 - L. Ovcharov

International Services Office - 213 Morey Hall - 585-275-2866

Agenda

General Employment Considerations

- Maintaining F-1 & J-1 status
- “Work” vs. “Volunteer”

Authorized Work Options for internships

- On-Campus Employment
- Off-Campus Employment
 - ◊ J-1 Academic Training
 - ◊ UR Affiliations at Off-Campus Locations for F-1
 - ◊ F-1 Curricular Practical Training
- Alternatives

Maintain your Status!

Employment authorization requires valid status

Simple Steps to Stay in Status:

- Attend the school you are authorized to attend
- Maintain full-time registration every term, until completion
- Notify ISO of any change in address within 10 days
- Keep your passport valid at all times (6 months into future)
- Obtain a travel signature on your I-20 or DS-2019 each year
- Carry your immigration documents when going off-campus
- Stay informed on immigration regulations with “ISO News”
- Work only with valid & documented authorization!

Definition of Employment

Any type of work performed or service provided, in exchange for personal compensation:

- Money, tuition or fee payments, allowance, etc.
- Supplies, books, room & board, etc.
- Any other personal benefit (other than experience alone)

Work may be considered “Volunteer” if:

- *Reminder:* NO compensation; NOT a paid position
- Does not replace a paid U.S. worker or is normally paid
- Get documentation to protect yourself!
- Review labor regulations on ISO website

Volunteer Activities (DOL/FLSA)

Non-profit or public sector organizations:

- State or local government or private non-profit agencies
- For religious, charitable, civic, or humanitarian purposes
- Volunteer time & services, with no compensation anticipated

Training criteria at for-profit private employers:

- No pay or other compensation for training activities
- Does not replace a paid worker
- Educational environment, under close staff supervision
- Benefit to trainee, with no immediate advantage to employer
- Finite training period, with no promise of a future job offer

Obtain a letter for each volunteering position!

On-Campus Employment

Work performed on UR premises:

- All campuses, UR offices, Strong Hospital, MAG, etc.
- Non-UR student service providers (bookstore, dining services)

F-1 Students: Automatic permission, with valid entry to U.S.

- Authorization ends with I-20 completion date

J-1 Students: Must submit documentation to ISO for authorization *prior* to working on campus!

Limitations on eligible hours:

- Maximum of **20 hours per week**, during academic year
- **Full-time** is allowed during vacation periods and breaks
- Includes all service-based assistantships, stipends, etc.

Spring 2017: Academic Internships & CPT Application Procedures

Off-Campus Employment

Rule #1: **DON'T WORK WITHOUT PERMISSION!**

General requirements for academic internships:

- Subject to relevant University academic policies
- Permission must be granted & documented prior to working

Other considerations:

- Authorizations are processed through the ISO
- F-1 & J-1 regulations have different employment options
- Don't wait until the last minute to request authorization!

J-1 Academic Training

Cumulative work permission up to 18 months

- Part-time or Full-time, but authorization periods assume FT
- Additional 18 months available to postdoctoral students
- Counted separately from 20 hours on-campus employment
- May be used pre-completion, post-completion, or combination

Eligible upon arrival (no minimum period)

- Related to field of study and integral to curriculum
- Must maintain enrollment and adequate health coverage

Authorized by program sponsor

- Authorized only for specific dates and employer
- Sequential or simultaneous activities, paid or unpaid
- Meet with ISO advisor to go over application requirements

F-1 "On/Off" Employment

F-1 On-Campus Employment at an Off-Campus Location

Off-campus work may count as on-campus, if:

- The location is educationally affiliated with the school
- The affiliation is tied to the school's established curriculum, or related to contractual research at the graduate level
- The work is integral to the student's academic program

Counted as on-campus employment

- 20 hours per week during academic term; Full time over breaks

Affiliations managed by each UR division/department

UR-Affiliated Employers

Formal agreement between UR & employer

- Must be in place before start of work
- Cannot be tied to a particular student's employment

Existing affiliations

- Simon School: CEIS, High-Tech Rochester, Excel Partners
- Eastman School of Music: Churches, schools, arts, groups, etc.
- College & SMD Graduate departments: Varies by program
- Undergraduates, Warner, SON, etc.: None active currently

Work permission must be documented

- "On-campus Employment at an Off-Campus Location" form
Exception: Eastman School of Music (Instead: letter received at orientation)
- Job offer letter & evidence of educational affiliation

F-1 Curricular Practical Training

Eligibility requirements:

- Must maintain F-1 status for 1 academic year (9 months)
- Subject to relevant University academic policies
- Permission must be granted & documented prior to working

Work related to studies & integral to program

- Options, as available under academic policy:
 - ◆ Course Credit: CAS 396i, GBA 490, ALC 290
 - ◆ Co-op program, listed in University catalogue
 - ◆ Requirement of all students in a particular program

Authorized for specific dates, employer, and location only

CPT: Full-time vs. Part-time

Definitions:

- Part-time CPT is authorized up to 20 hours per week
- Full-time CPT is anything more than 20 hours per week

Academic permission may determine category

Full-time CPT can affect eligibility for OPT:

- "Trigger": 12 months of full-time CPT
 - ◆ 12 months or more eliminates OPT at that degree level
 - ◆ Fewer than 12 months leaves full 12 months of OPT
- Part-time CPT has no effect on OPT

Not counted toward 20 hours of On-Campus Employment

Spring 2017: Academic Internships & CPT Application Procedures

CPT Request

1. **Recommendation Form**
 - Advisor's Signature
 - Dean's Office Certification
2. **Offer Letter (on letterhead)**
 - Job title
 - Dates of employment
 - Hours per week
 - Location
 - Description of duties
3. **Proof of Course Registration**
 - Every term that coincides with employment

ISO
International Student Services Office • University of Minnesota
100 University Ave. SE, Minneapolis, MN 55455 • 612-625-4300 • iso@tc.umn.edu

Recommendation for F-1 Curricular Practical Training (CPT)

This form is used to obtain academic authorization for Curricular Practical Training (CPT) of up to 364 days per year. CPT is available to eligible students who will pursue an internship or other work activities that are integral to their program of study at the University. It does NOT encompass the weekly employment work used for the F-1 **OPT** you begin after graduation. Please allow one week for processing; you will be notified by email when the new document is available for pick-up. Additional information on the application process is available through the ISO website.

Student Information: University Of _____
 Name: _____ Date of Birth: ____/____/____
 Email: _____
 Required CPT Authorization: Full-time (over 30 hours per week) Part-time (20 hours or less per week)
 Employer: _____ Title: _____
 Street Address: _____
 City: _____ State: _____ Zip Code: _____

Required Documentation must be attached: (check under on page 2a) <http://www.uscis.gov/eas/easrequirements/requirements>
 (1) Current Offer Letter (on letterhead, including dates, hours per week, job description, and location)
 (2) Notice of appropriate academic supervisor for Course Credit, Co-Op Program, or Internship Requirement

Recommendation of Academic Advisor:
The student must obtain written approval for F-1 Curricular Practical Training (CPT). CPT activities are subject to approval that is an integral part of the established curriculum and is directly related to the student's major area of study. If the proposed employment conflicts with the conditions and a requirement of all students in a particular degree program, it is part of a requirement of a program through the school, or the student is eligible to receive academic credit for the training, please complete the following information to request CPT authorization.

CPT Period: Start Date: ____/____/____ End Date: ____/____/____
 Academic Objective of Training: Degree Requirement for all students Recognized Co-Op Course Credit
 For Course Credit: Course Number: _____ The _____ Name: _____
 Student/ current Expected Completion Date for all degree requirements: ____/____/____
 Appropriate Training: This student is recommended for Curricular Practical Training employment, as specified above.
 Advisor's Name: _____ Phone: _____
 Signature: _____ Date: _____

Contribution from Dean's Office:
 International Student Services Officer: _____
 Date: _____
 International Student Services Officer: _____
 Date: _____

Do NOT begin employment until a new I-20 is issued to authorize work period(s)!
 CPT Recommendation Form (Rev. January 2012)

CPT: Application Procedures

- Submit packet of 3 required documents to ISO
 1. **Recommendation Form**
 2. **Job Offer Letter**
 3. **Proof of Course Registration**
- ISO will issue I-20 with CPT authorization
- No application to USCIS & No Fee
- Pay attention to specific dates, location, etc. authorized – any changes will require a new authorization!

But I'm not eligible for CPT!

Alternative options may be available ...

- Appropriate use of Volunteer/Non-paid internships
- On-Campus Employment
- F-1 On-Campus Employment at an Off-Campus Location

Look for internships outside the U.S.

- Research job opportunities & employment authorizations

CPT: Academic Planning

Delay vacation term until CPT is available

- Eligible for a vacation term every year, usually summer
- Must register for full-time study during summer term
- Notify ISO in advance, to pass registration into SEVIS

Pursue CPT, with full-time enrollment

- CPT authorization available during an academic term, provided registration requirements are met
- Full-time vs. Part-time CPT may depend on academic program

Discuss all academic options with your school!

Take-Aways

Rule #1: **DON'T WORK WITHOUT PERMISSION!**

- Severe violation of status and a deportable offense

Maintain your status to remain work eligible

Individual circumstances & opportunities vary

- Details Matter: Plan ahead and follow required procedures

Get more detailed information from the ISO

- Forms and instructions are online
- Schedule an appointment with an advisor: 585-275-2866

Reminder

Tax Forms for 2016 Tax Year
Due: Tuesday, April 18

Questions?