

# Academic Internships During F-1 Academic Program

## Overview of Employment Options

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# Agenda

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- Overview of Employment
  - Definition of Employment
- F-1 Curricular Practical Training
  - General Eligibility
  - ISO Forms, Department & Administrative Forms
  - Impact of COVID-19 on CPT Eligibility and Employment
- Other Employment Considerations
  - Alternatives: Work vs. Volunteer, On-Campus & On/Off
  - Social Security Number
- Final Take-Aways & Questions



# Definition of Employment

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*Any type of work performed, or service provided in exchange for compensation.*

## **Compensation:**

- salary, money received
- tuition payment, fee payments
- housing, meals
- Supplies, books
- Travel
- Other personal benefit

ISO Home

**“Student Permissions”**

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## Student Work Permissions

International students are permitted to engage in US employment during and after their studies only with specific permission. It is extremely important to **obtain appropriate and documented authorization BEFORE you begin any type of employment activity.**

Unauthorized employment is a violation of your immigration status and carries serious consequences. Your personal eligibility for the employment options detailed below depends on your visa category, individual permissions, and University policy.

### Related Links

- [Social Security Numbers](#)
- [U.S. Tax Information](#)

### General Information and Related Links

- Definitions of [“work” and “volunteer activities”](#)
- [Employment reporting for F/J students \(post-completion\)](#)
- [Social Security Numbers for F-1 and J-1 students](#)
- [US tax information](#)

#### F-1 Student Permissions:

- [On-Campus Employment](#)
- [Curricular Practical Training \(CPT\)](#)
- [Optional Practical Training \(OPT\)](#)
- OPT Extensions: [Cap Gap](#) and [STEM](#)
- [Other permissions for F-1 students](#)

#### J-1 Student Permissions:

- [On-Campus Employment](#)
- [Academic Training \(AT\)](#)
- [Other permissions for J-1 students](#)

# CPT: Eligibility

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- **Eligibility requirements**
  - Must maintain F-1 status for 1 academic year (9 months)
    - SEVIS transfers/change of education levels
  - Subject to relevant University academic policies
  - Permission must be granted & documented prior to working
  - Can be approved multiple times throughout program
- **Work related to studies & integral to program**
  - Options, as available under academic policy:
    - **Course Credit:** CAS 394i, GBA 490, ALC 290
    - Co-op program (very limited; talk to department)
    - Requirement of all students in a particular program (also limited; talk with department and ISO)

***Reminder: Authorized for SPECIFIC Dates, Employer and Location!***



# CPT: Part-time vs Full-time

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- **Definitions**

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


- **Important reminders**

- Academic permission may determine PT or FT 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
- CPT is not counted toward the 20 hours of on-campus work

# ISO Forms

## Graduate Students

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

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STUDENT SERVICES

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### Recommendation for F-1 Curricular Practical Training (CPT)

This form is used to obtain an advisor recommendation and Dean's approval for Curricular Practical Training off-campus work permission. 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. A new I-20 authorizing the specific employment details must be issued by the ISO **before** you begin any employment! 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 ID#: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested CPT Authorization:  Full-time (over 20 hours per week)  Part-time (20 hours or less per week)

Employer: \_\_\_\_\_ Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Required Documentation must be attached: *Details online at [www.iso.rochester.edu/employment/students/cpt.html](http://www.iso.rochester.edu/employment/students/cpt.html)*  
 Detailed Offer Letter (on letterhead), including dates, hours per week, job description, and location  
 Evidence of appropriate academic registration for Course Credit, Co-Op Program, or Degree Requirement

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Recommendation of Academic Advisor:

The student listed above wishes to apply for F-1 Curricular Practical Training (CPT). CPT authorizes off-campus employment that is an integral part of an established curriculum and is directly related to the student's major area of study. If the proposed employment satisfies these conditions and is required of all students in a particular degree program, is part of a recognized co-op program through the school, or the student is eligible to receive academic credit for this training, please complete the following information to recommend 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: \_\_\_\_\_ Title: \_\_\_\_\_ Term: \_\_\_\_\_

Students' 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: \_\_\_\_\_

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Certification from Dean's Office:

\_\_\_\_\_  
Grad/Undergrad Dean's Signature Name (print) Date

Do NOT begin employment until a new I-20 is issued to authorize work permission!

CPT Recommendation Form.docx; January 2012

# ISO Forms

## Undergraduate Students - The Greene Center



**CAS 394i – Special Internship**  
Fall, Spring, Summer terms  
0.5 credits  
Pass/Fail

### CAS 394i-SPECIAL INTERNSHIP LEARNING AGREEMENT

**Instructions:** Please complete the below fields and questions, save to your device and bring an electronic copy with you to your appointment in the Greene Center (either bring device with you to appointment or email copy to advisor in advance). The Career Advisor will review the document and assist you with any needed changes. Once approved, both you and the Career Advisor will sign the agreement and a scanned copy will be emailed back to you.

#### Student Information:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Best Email (for Summer term internships): \_\_\_\_\_

#### Internship Information:

Organization Name: \_\_\_\_\_  
Internship Supervisor Name: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_  
Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours/week: \_\_\_\_\_

#### Learning Goals and Objectives:

The following set of goals and learning objectives developed by the student and the career adviser are used as guidelines for determining whether the requirements of the internship have been met.

**Related Courses** (What course(s) have you taken, or plan to take that relate directly to this internship? Explain how they are related):

**Activities** (What duties will you perform in your internship?):

Continue on to Page 2.

**Learning Objectives** (What do you intend to learn during the internship?):

**Evaluation** (How will you know if you have achieved these objectives?):

#### Acknowledgement

Failure to complete any of the requirements outlined above will prevent me from receiving University of Rochester credit and result in a failing (F) grade on my permanent transcript (for international students, a failing (F) grade will make me ineligible for future CPT authorizations). Successful completion of all stated assignments will result in a passing (P) grade.

Please upload the following documents into Blackboard:

- \_\_\_\_\_ Learning Agreement (within 1 week of your registration)
- \_\_\_\_\_ Final Reflection Submitted by **8/10**
- \_\_\_\_\_ Employer Evaluation completed and uploaded by **8/10**

**The following named student hereby enters into an internship agreement to facilitate a learning experience designed to benefit both the student and the internship employer.**

Student Name (printed): \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

Career Advisor (printed): \_\_\_\_\_

Career Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Department/Administrative

## Registration Forms

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Must work with department or Career Center to enroll for course credit

- Departments or Career Centers have additional internship course registration forms to be completed
- Credit amount may vary by College/Course
- Cost to register for credit may vary by College
- Proof of Course registration will be required

# Sample Offer Letter

## OFFER LETTER NEEDS TO INCLUDE THE FOLLOWING:

- On Letterhead
- Location
- Job title
- Dates of employment
- Hours per week
- Description of duties

(PLEASE USE COMPANY LETTERHEAD and Complete all highlighted information below)

Company Name  
Address 1  
City, State Zip

Date:

Student Name  
Address  
City, State Zip

Dear Student:

This is to confirm that Company Name is offering you employment in a Fall/Spring/Summer 20XX Internship. Please find the following confirmation of the specifics of your internship:

Position Title: XXXXXX (i.e. Intern)

Start Date: Month and day, 201X

End Date: Month and day, 201X

Number of Work Hours Per Week: xx hours per week

Salary/Stipend: Your salary for the internship will be: \$xx.xx per hour (if applicable)

Reporting Relationship/Supervisor. For your internship, you will be reporting to:

Name, Title

Your supervisor may be contacted by phone (xxx-xxx-xxxx) or by email (xxx@xxx.com).

Your day-to-day responsibilities will include the following:

- XXXXXXX
- XXXXXXX
- XXXXXXX
- XXXXXXX

You will be working in our office at:

Address  
City, State zip

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email (xxxx@xxx.com)

Sincerely,

Name  
Title

# CPT Processing

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## Submit Packet of 3 required documents to ISO

- Upload to UR Compass – Student Document Upload
  - Job Offer Letter
  - Proof of Course Registration
  - Recommendation Form / Learning Agreement

**Reminder:** Required documentation varies by academic division and school

## Processing Details

- ISO will issue I-20 with CPT authorization
- Processing takes 1 week, depending on ISO workload
- No application to USCIS & No Fee
- Authorized for specific dates, location etc.; any changes will require new paperwork and a new authorization on the I-20

# Impact of COVID-19

## CPT Eligibility and Employment

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### **In person and remote work is possible**

- More prevalent now, not just due to COVID-19
- Working from abroad is allowed
- Employment requirements:
  - Supervision/Training
  - Employment law is met
  - Tax Forms
- Report your location to ISO

# Impact of COVID-19

## CPT Eligibility and Employment

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- **Temporary guidance issued on March 9, 2020**
  - Active F-1 students are allowed to study remotely, even from abroad and maintain F-1 immigration benefits
    - Limited remote options for UR students, confirm with your academic department if this is an option for you
  - Initial F-1 students have immigration benefits tied to SEVIS status, after arrival to US
    - Initial attendance vs transfer/COEL
- **CPT eligibility assessment**
  - When did you enroll at the UR?
  - When did you obtain F1 status in the US?
  - Are you a SEVIS Transfer/Change of Education Level?
    - Have you completed your immigration check-in?

# CPT Eligibility During COVID

## With Initial Attendance SEVIS Records

When did you enter US as F-1?	<u>First Semester Enrollment</u>	<u>Second Semester Enrollment</u>	<u>CPT Eligibility</u>
<i>In US</i> → Spring 2021	Full-time Spring enrollment	Full-time Summer enrollment	Eligible for CPT end of Summer 2021
	Full-time Spring enrollment	Full-time Fall enrollment (Summer vacation term/no enrollment)	Eligible for CPT end of Fall 2021
<i>In US</i> → Fall 2021	Full-time Fall enrollment	Full-time Spring enrollment	Eligible for CPT end of Spring 2022

\*Transfer/COEL students – maintain immigration benefits upon arrival & Immigration Check-In



# Employment Considerations

*“What if I am not eligible for CPT?”*

- Appropriate use of Volunteer/Non-paid internships
- On-Campus Employment
- On-Campus Employment at an Off-Campus Location (On/Off)
- Internships outside the U.S.

# Work vs Volunteering

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**Volunteer:** *Activities performed for **NO compensation***

- Only benefit is to your own learning
- This activity cannot displace a US worker
- Recommended: Obtain a letter for each volunteer opportunity
- Example: non-profit or public sector organizations

**Private and For-Profit** organization must meet the following:

- No pay or other compensation received
- This activity cannot displace a US 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



# On Campus Employment

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## On Campus Employment

- F-1 students are eligible for work “on premises” immediately
  - Upon arrival in the US in F-1 status and following immigration check-in with ISO
- Hired Through University of Rochester (Student Employment or HR)
- Does not have to be related to your field of study
- Limited to 20 hours per week (can be more during vacation periods)

## On Campus at an Off Campus Location (On/Off)

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

- The location is educationally affiliated with the school
  - Affiliations are managed by each UR division/department
- The work is integral to the student’s academic program
- Not specific to one student’s employment
- Documentation is required

# Social Security Number

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*“What if I don’t have a Social Security Number?”*

## Social Security Number (SSN) Eligibility

- F1 student maintaining status with a job offer
- Once you are work authorized, contact ISO Questions
  - Enrolled in SSN workshop
- Eligible to apply 30 days from your start date
  - Contact ISO in advance of start date due to SSA COVID-19 delays

**Reminder:** SSN is not needed to start your employment opportunity



# Final Take-Aways

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- **Do not work without prior authorization**
  - Severe violation of your F-1 status
- **CPT is an easy process**
  - Processed by ISO
  - No fee
- **Review CPT Criteria**
  - If not eligible, evaluate other options
- **Contact ISO**
  - Meet with an advisor
    - Email: [questions@iso.rochester.edu](mailto:questions@iso.rochester.edu)
    - Phone: +1 (585) 275-2866

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**Questions?**

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