

# F-1 Employment Options: Internships & CPT

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# Agenda

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- General Employment Considerations
  - Maintaining F-1 status
  - Work vs. Volunteer
- Employment Authorizations
  - On-campus employment
  - UR Affiliations & Off-Campus Locations
  - Curricular Practical Training



# Maintain your Status!

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- Employment authorization requires valid status
- Simple Steps to Stay in Status:
  - Attend the school you are authorized to attend
  - Maintain full-time registration each 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 an updated travel signature on your I-20 each year
  - Carry your immigration documents when going off-campus
  - Stay informed on F-1 immigration issues with “ISO News”
  - Work only with valid & documented authorization!



# Definition of Employment

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- 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 benefit
- Work may be considered “Volunteer” if:
  - No pay or other compensation for work performed
  - Does not replace a paid U.S. worker
- Get documentation to protect yourself!
  - If you are unsure, meet with a Student Advisor in the ISO



# F-1 On-Campus Employment

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- Incident to Status: Authorized by valid I-20
  - Authorization ends with I-20 completion date (#5)
- Work performed on UR premises
  - All campuses, offices, Strong Hospital, MAG, etc.
  - Non-UR student service providers (bookstore, dining svc.)
  - Student jobs posted at Career Center website
- 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.

# Plus: “On/Off” Employment

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- 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
- Single “bucket”, for all on-campus employment:
  - 20 hours per week during academic term; Full-time at breaks
  - Monitor your activities & adjust your hours accordingly!



# UR-Affiliated Employers

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- Formal agreement between UR & employer
  - Must be in place *before* start of work
  - Cannot be tied to a particular student's employment
- Documentation of work permission
  - “On-Campus Employment at an Off-Campus Location” form
  - Job offer letter & evidence of educational affiliation
- Existing affiliations, by University division
  - *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

# Curricular Practical Training

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- Related to studies & integral to curriculum
- 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
- Options, as available under academic policy:
  - Course Credit (Required registration varies by division)
    - Most common: GBA 490; ALC 290; CAS 394, by department
  - Co-op program, listed in University catalogue
  - Requirement of all students in a particular program

# CPT: Full-time vs. Part-time

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- Definitions:
  - Part-time is authorized up to 20 hours per week
  - Full-time is anything more than 20 hours per week
- Full-time CPT can effect 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
- Academic permission may determine category

# CPT: Application Procedures

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- “F-1 Curricular Practical Training” (ISO/Online)
- Required materials:
  - Offer letter: Job title, dates of employment, hours per week, location, & description of duties [on employer letterhead]
  - Recommendation from Academic Advisor & Dean
  - Proof of course registration, Co-op, or degree requirement
- Authorization is granted by ISO:
  - New SEVIS I-20 is issued to document authorization
  - Work may begin once I-20 is issued & start date reached
  - Submit paperwork to allow for 1 week processing time



# CPT: Common Considerations

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- Separate “bucket” *vs.* On-Campus employment
  - Only 1 CPT authorization can be granted at a time
  - No immigration limit on total CPT authorizations
- Registration must match employment period
  - Employment is authorized during the appropriate term
  - An incomplete or multiple registrations are permitted by U.S. regulations, but will depend on UR program
- Subject to academic approval & integral to studies
  - Available only during program of study, prior to completion

# Summary

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- 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
  - Schedule an appointment with an advisor: 275-2866
  - Forms and instructions are online & available in the ISO



# That's All Folks!

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## Questions??

*Reminder:* 2008 tax forms are due 4/15!!

CINTAX & Workshops are available.