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 each year
- 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...
    - 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

- 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 approval PRIOR to working on campus!
- Work performed on UR premises
  - All campuses, UR offices, Strong, MAG, etc.
  - Non-UR student service providers (bookstore, dining svc.)
- 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.

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 authorizations 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

UR-Affiliated Employers
- Formal agreement between UR & employer
- Must be in place before start of work
- Cannot be tied to a particular student's academic program
- Work permission must be documented
- "On-campus Employment at an Off-Campus Location" form, Evidence of educational affiliation
- 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, Women, SORs, etc: None active currently

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 394, GBA 490, ALC 290
  - Co-op program, listed in University catalogues
  - Requirement of all students in a particular program (none)
- Authorized for specific dates, employer, and location only

CPT: Full-time vs. Part-time
- Definitions:
  - Part-time is authorized up to 20 hours per week
  - Full-time 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

CPT: Application Procedures
- Submit packet of 3 required documents to ISO
  - Recommendation Form
  - Job Offer Letter
  - 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!

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

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!

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