Spring 2014: Academic Internships & CPT Application Procedures

Academic Internships & CPT Application Procedures

Spring 2014 - L. Ovcharov

International Services Office - 213 Morey Hall - 585-273-2866
Simon Career Management Center - 240 Gleason Hall - 585-275-4881

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 F-20 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

* 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.

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

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!

* 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.

* Work performed on UR premises
  > All campuses, UR offices, Strong Hospital, MAG, etc.
  > Non-UR student service providers (bookstore, dining sec.)
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 post-doctoral 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
  - 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 594, 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
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CPT: Application Procedures

1. 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: 275.2866

Reminders!

International Student Experience Survey
Deadline: Saturday, April 5

2014 Tax Forms
Due: Tuesday, April 15

Questions?