### Academic Internships & CPT Application Procedures

**Spring 2016 - Jon Ramsey**

- **International Services Office** - 213 Morey Hall - 585-275-2866
- **Simon Career Management Center** - 240 Gleason Hall - 585-275-4881
- **Gwen M. Greene Career & Internship Center** – 4-200 Dewey Hall – 585-275-2366

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### 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

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### 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
  - Carry your immigration documents when going off-campus
  - Stay informed on immigration regulations with "ISO News"
  - Work only with valid & documented authorization!

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### 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 only)
- 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

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### 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.

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### On-Campus Employment

- Work performed on UR premises
  - All campuses, UR offices, Strong Hospital, M&G, etc.
  - Non-UR student service providers (bookstore, dining svc.)
- 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.
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
  - 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 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
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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: 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!

College UG
1. Offer Letter (on letterhead)
   • Job title
   • Dates of employment
   • Hours per week
   • Location
   • Description of duties
2. Course Registration
   • CCAS: 396i Add/Drop
3. Blackboard
   • Upload offer letter
   • Upload learning agreement

CPT: Application Procedures
• CCAS will send to ISO
  1. Job Offer Letter
  2. Complete & Signed Learning Agreement
• 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!
• When your CPT is over, you must stop working

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: **DONT 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

Questions?