Academic Internships & CPT Application Procedures

Spring 2017: Academic Internships & CPT Application Procedures

Academic Internships

Spring 2017 - L. Ovcharov

International Services Office - 213 Morey Hall - 585-275-2866

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 or DS-2019 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!

On-Campus Employment

Work performed on UR premises:
- All campuses, UR offices, Strong Hospital, MAG, etc.
- Non-UR student service providers (bookstore, dining services)

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 authorization prior to working on campus!

Limitations on eligible hours:
- Maximum of 20 hours per week, during academic year
- Fulltime 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

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
  *Exception: Eastman School of Music (Instead: letter received at orientation)*
- 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!

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

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: 585-275-2866

Reminder

Tax Forms for 2016 Tax Year
Due: Tuesday, April 18

Questions?