F-1 CPT: Curricular Practical Training
Employment Overview and Application Process

Overview: F-1 Employment
Definition of “Work” vs Volunteering
- Work: Activity or service performed for compensation
  - Compensation: salary, tuition payment, housing, meals, travel
- Volunteer: Activity performed for NO compensation
  - Only benefit to own learning
  - Does not displace a US worker
  - Recommended: Get documentation of volunteer agreement
  - ISO Website: https://www.iso.rochester.edu/employment/definition.html

ISO Business Operations
- Accessing ISO Staff & Services
  - Inquiries via email: questions@iso.rochester.edu
  - Temporary Phone Number: +1 (585) 371-8736
  - Advising appointments available via Zoom
- Work Permissions Processing
  - ISO continues to support CPT & OPT
  - Revised practices for document distribution
  - Existing eligibility rules and processing requirements
  - Academic approval; Contact your department
  - UR review of liability & travel considerations

Agenda & Discussion
- Reasons for this presentation
- Overview of F-1 Employment
- CPT
  - Eligibility
  - ISO Forms
  - Department & Administrative Forms
  - Processing
  - Other considerations
- Navigating CPT during COVID-19
- Time for Questions

Overview: F-1 Employment
On Campus
On-Campus Employment
- F-1 students are eligible for work “on premises” immediately
- Upon arrival in the US in F-1 status and following immigration check-in with ISO
- Limited to 20 hours per week (can be more during vacation periods)
- Hired Through University of Rochester (Student Employment or HR)

On Campus 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

*AFFILIATIONS MANAGED BY EACH UR DIVISION/DEPARTMENT

Overview: F-1 Employment
Off Campus
Off-Campus Employment
- CPT (Curricular Practical Training)
- OPT (Optional Practical Training)
- STEM OPT (Optional Practical Training Extension)

Requirements for all:
- Maintain F-1 status for one academic year prior to starting work
- Work only in your field of study
- Must be approved for work in advance of starting

ISO Website:
- Recommended: Get documentation of volunteer agreement
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Activity or service performed for compensation
CPT: Eligibility

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
- Can be approved multiple times throughout program

Work related to studies & integral to program
- Options, as available under academic policy:
  - Course Credit: CAS 394i, GBA 490, ALC 290
  - Co-op program (very limited; talk to department)
  - Requirement of all students in a particular program
    (also limited; talk with department and ISO)

Reminder: Authorized for SPECIFIC Dates, Employer and Location!

CPT: Part-time vs Full-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 PT or FT 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

Reminder: Part-time CPT is not counted toward the 20 hours of on-campus work

ISO Forms: Undergraduate Students with the Greene Center; Learning Agreement

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

Sample Offer Letter

Reminder: Offer Letter needs to include the following:
- On Letterhead
- Job title
- Dates of employment
- Hours per week
- Location
- Description of duties

Department/Administrative Registration Forms

- Must work with department or Career Center to enroll for course credit
- Departments or Career Centers have additional internship course registration forms to be completed
- Credit amount may vary by College/Course
- Cost to register for credit may vary by College
- Proof of Course registration will be required
CPT Processing at ISO
Submit packet of 3 required documents to ISO
1. Recommendation Form / Learning Agreement
2. Job Offer Letter
3. Proof of Course Registration
Send Electronic Version to Questions@ISO.Rochester.edu
Reminder: Required documentation varies by academic division and school
ISO will issue I-20 with CPT authorization (On Pause)
- Currently I-20 processing for CPT is On Pause
- Will offer or work relationship (remote) change? Best to wait.
- Once more information available, processing takes 1 week
- No application to USCIS & No Fee
- Authorized for specific dates, location etc.; any changes will require new paperwork and a new authorization on the I-20

Other Considerations
- Job must be related to your field of study
- What if I am not eligible for CPT?
  - 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.
- Academic Planning: Can I do CPT in a Fall or Spring term?
  - CPT authorization available during an academic term, provided registration requirements are met;
  - Full time vs. Part-time CPT may depend on academic program

Connecting with ISO
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- Advising appointments available via Zoom
CPT Information on the ISO Webpage
https://www.iso.rochester.edu/employment/students/cpt.html
Office Hours:
- 8:30 am to 4:30 pm – Mon, Tues, Thurs, Fri
- 9:30 am to 4:30 pm – Wednesdays

Navigating the CPT Application Process during COVID-19 Operations
Some Current Challenges
- Obtaining signatures from departments
- Allow for more time for both departments / Career Centers and ISO to process paperwork
- Obtaining the original I-20 for proof of employment may be delayed
- Eligibility for in-person work in current crisis
- I-9 completion for payroll

Wrap Up Q & A