Agenda

- General employment considerations
- Work authorization options
  - F-1 Curricular Practical Training (CPT)
  - Alternatives to consider
- Questions
Definition of Employment

- **Employment** is any work or service performed in exchange for personal compensation:
  - Money – hourly pay, stipend, reimbursements, etc.
  - Any other personal benefit (other than experience alone); this can include tuition payments, housing, meals, supplies, etc.

- Employment requires work authorization!
- Work authorization requires valid status!

- Work only with valid & documented authorization
  1. Documented – Official approval from authorizing agent
  2. Active – Authorization start date must be reached
F-1 Curricular Practical Training

- Authorization for specific dates, employer, and location
  - Work may be remote - pending academic approval & so long as employer can still provide appropriate supervision/training, and employment & taxation laws are met
  - May be used for both paid and unpaid training

- Eligibility requirements:
  - Must maintain F-1 status in US for 1 academic year
    - Exceptions: SEVIS transfer, Change of Educational Level, Degree requirement
  - Permission must be granted & documented before working
  - Subject to relevant University academic policies
    - Can be approved multiple times over the course of program

- Work must be 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)
    - Degree program requirement (limited – talk to school and ISO)
CPT: Part-time vs. Full-time

Part-time CPT authorizes 20 hours or less of work per week

Full-time CPT authorizes 20 hours or more of work per week

- Academic permission may determine PT or FT options

- Full-time CPT can affect eligibility for OPT
  - “Trigger” – 12 months of full-time CPT
    - 12 months or more of full-time CPT eliminates OPT at that degree level
    - Fewer than 12 months of full-time CPT leaves full 12 months of OPT
    - Part-time CPT has no effect on OPT

- CPT does not count toward the 20 hours of on-campus employment limit
CPT Request

1. Offer letter (on letterhead)
   - Job title & description of duties
   - Start date & end date of employment
   - Hours per week
   - Employer address/Location

2. CPT Recommendation Form
   - Advisor’s Signature, Dean’s Certification
   - AS&E Grads: Department Coordinator
   - Undergrads: Greene Center Career Advisor

3. Proof of Course Registration
   - Required every term that coincides with employment
   - Differs based on school/program
   - *ex: GBA 490 for SBS, ALC 290 for ESM, CASC 394i for undergrads (undergrads may need to lift registration holds)
Course Registration for CPT

- Must consult with school to determine course credit options and school registration processes/forms required when requesting CPT recommendation

- Credit amount may vary by school/course

- Cost to register for credit may vary by school

- Proof of course registration will be required
Detailed letter is required or ISO may not be able to proceed with authorization:

- On Letterhead
- Job title & description of duties
- Start date & end date
- Hours per week
- Employer address (even if remote!)
- Location of employment if different from employer address

https://iso.rochester.edu/employment/students/cpt.html
Submitting CPT Request to ISO

Submit complete CPT Request to ISO via URCompass “Student Document Upload”

- Student or school can submit, but forms must be complete!
- Requested CPT start date cannot have passed at the time of submission. Submission will be rejected without processing CPT authorization since CPT cannot be backdated or approved after the work has begun!!
- Submission must be complete in order for ISO to accept for processing:
  1. Detailed Job Offer letter
  2. ISO’s CPT Recommendation Form
  3. Proof of Course Registration

https://urcompass.ur.rochester.edu/
CPT Request Processing

- Upon receipt of complete request, ISO will evaluate submission.
- If approvable, ISO will authorize CPT in SEVIS.
  - ISO processing time usually 1 week.
  - No application to USCIS or application fee.
  - New I-20 with CPT authorization on Page 2 is issued.
    - I-20 will be sent to student via email.
    - Student must print and sign/date I-20 in blue ink (student is not permitted to sign I-20 electronically).
  - Authorized for specific dates, location etc.; any changes will require new paperwork and a new authorization on the I-20.
- Do not start work until you have the new I-20 with CPT authorization printed on page 2!
What if I’m not eligible for CPT?

- Appropriate use of Volunteer/Unpaid internships
- On-Campus Employment
- On-Campus Employment at an Off-Campus Location (On/Off)
- Internships outside the United States
Unpaid 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:**
  - Must determine if opportunity meets US Dept of Labor criteria
  - See [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#)
    - 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 letter from employer stating these conditions are met

- Obtain work authorization for additional protections, especially for unpaid internships with for-profit employers
F-1 On-Campus Employment

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

- Automatic permission, with valid entry to the US
  - Authorization ends with completion of program requirements

- 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.
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
  - 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
  - Check with your school for existing affiliations

- Work permission must be documented
  - Job offer letter & evidence of educational affiliation
  - ESM Students: On/Off letter from ISO
    - See Spotlight Content video in ISO BB org
  - Others: “On-campus Employment at an Off-Campus Location” form

https://iso.rochester.edu/employment/students/f1campus.html
Social Security Number (SSN)

- When employed, F-1 students are required to provide an SSN for reporting of earnings/taxation to IRS.
- If you have questions or if you’re ready to apply for an SSN after receiving a job offer and work authorization, please attend one of ISO’s SSN Workshops, which occur every Friday from 3-4pm between Jan 13 – April 14th this semester. [https://iso.rochester.edu/employment/ssn/index.html](https://iso.rochester.edu/employment/ssn/index.html)
- Eligible to apply 30 days in advance of start of work.
- SSN is not required to start work, so long as you are authorized but it is best to apply for SSN as soon as you are eligible since most employers expect to receive an SSN as part of the hiring process.
Summary

- Do not work without documented & active authorization!
  - Severe violation of your F-1 status
- Be familiar with CPT eligibility and options
  - If not eligible, consider other options for training
- CPT is authorized by ISO with support from your school
  - Work with your school/department to determine academic support for the training
  - Be sure your request is complete before submitting to ISO
  - Allow at least 1 week processing time
- Contact ISO with any questions
  - Email for quick questions: questions@iso.rochester.edu
  - Zoom drop-in hours to discuss quick questions with an advisor
  - Appointment for more complex situations/questions (call/email to schedule)

https://iso.rochester.edu/contact.html
Questions?