Get your CPT ASAP
What you need to know about Curricular Practical Training

RIT International Student Services

Fall 2017
Definitions

- **Co-op** = Cooperative education experience that is part of your established curriculum at RIT

- **CPT** = employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” Source: [8 CFR 214.2(f)(10)(i)]

- A **Co-Op is what you engage in and CPT is the authorization from immigration you are required to have as an international student.**
Goals

After this program, you will:

- Understand when you are eligible to apply for CPT
- Understand the process for obtaining CPT from ISS
- Understand what the co-op offer letter must have
- Understand the process for obtaining a Social Security Number
Agenda

• Quiz
• Federal Regulations
• What is Employment
• CPT Requirements
• Approval Procedures
Quiz: Question 1

If I get a paid or unpaid internship, I can begin working:

a. As soon as I apply for a CPT authorization
b. When the employer tells me to begin.
c. After I receive my CPT I-20 authorization from ISS.
d. Whenever I want to.
Quiz: Question 2

To process my CPT application I only need to:

a. Have my department register me for Co-op
b. Have my department register me for Co-op and then I register my Co-op with Job Zone

c. Have my department register me for Co-op, I register my Co-op with Job Zone and then submit the online CPT Request form to ISS with my offer letter
Quiz: Question 3

My employment offer letter needs to include:

a. The number of hours I will work each week, the title of my position, and how much I will be paid
b. The number of hours I will work each week, start and end date and name & location of employer
c. Official letter head, salary, and supervisor’s name
What is Employment?

- Co-operative Education
- Academic Internships
- Off-campus Employment

Unpaid Internships

Practical Experience

Practicum

Mentored Learning

Field Programs

Externships

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CPT: What you need to know:

- CPT is a Partnership between:
  - YOU
  - Employer
  - Academic Department
  - ISS
  - USCIS
  - RIT Career Services & Cooperative Education
  - RIT International Student Services
CPT: IMPORTANT NOTE

- Once you receive work authorization for a particular company, there is an expectation that you will fulfill your employment commitment. RIT has a long history of placing students in co-op positions in the US and prides itself on its positive reputation.

- The ISS will NOT change CPT employers mid-semester.
You must have authorization from the ISS office **before** you begin a paid or unpaid internship or any other form of curricular practical training.

Student has been:
- Lawfully enrolled full time for at least one academic year
- (2 academic semesters: Fall and Spring) and
- Is in lawful F-1 status

CPT must be:
- Directly related to your field of study
- An integral part of an established curriculum
- Temporary in nature
- Must end before graduation

Beginning curricular practical training without proper authorization or working past your authorization date is a violation of immigration regulations and will have serious consequences.
CPT: What you need to know:

- CPT may be part-time* or full-time.
  - You must always maintain full-time course registration!
    - *Most RIT departments will only approve a full time co-op

- 365 Day Rule: Working 365 days or more of Full Time CPT = ineligible for OPT

- Processing Time: ISS takes 2-3 business days
  - Processing times are faster if your application materials are complete
    - 1. Appropriate Course Registration
    - 2. Correct Employer Letter
ON-CAMPUS CO-OPS

- If you are engaging in a full time (20+hrs.) co-op on campus during the Fall or Spring terms – you MUST apply for CPT
  - F1 students are only allowed to work 20 hrs each week – FULL TIME WORK REQUIRES AUTHORIZATION
  - You must also register for co-op with your department
CPT Requirements

- Employment must be an integral part of the curriculum
- When does your I-20 expire?
  - Do you need a program extension?
- Course Registration
  - Co-op registration is mandatory in the term you will be engaging in the Co-op. (This includes summer term)
- CPT is tied to a specific employer
- Employment offer letter is mandatory
- Eligibility:
  - Enrolled as full-time student for at least one academic year (Fall and Spring Semesters) immediately prior to applying for CPT
How do I get CPT?

1. Department approval
2. Register for Co-op in SIS
3. Register Co-op with Job Zone
4. Complete Online CPT Request Form [http://rit.edu/BevrN](http://rit.edu/BevrN)
Department Approval / Co-op & Job Zone

- Bring your Co-op offer letter to your academic advisor / department to review and determine if you are eligible to engage in Co-op

- Your academic advisor / department will register you for Co-op

- Once you are registered for Co-op, you can register your Co-op with Job Zone
  - [https://www.rit.edu/emcs/oce/student-home](https://www.rit.edu/emcs/oce/student-home)

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When do I need Co-op Registration?

Example of CPT authorization period:
- October 15\textsuperscript{th}, 2017 – May 15\textsuperscript{th}, 2018
- You will need Co-op registration for Fall 2017 and Spring 2018

Example of CPT authorization period:
- October 1\textsuperscript{st}, 2017\textsuperscript{th} – August 15\textsuperscript{th} 2018
- You will need Co-op registration for Fall 2017, Spring 2018 and Summer 2018

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Employment Offer Letter

- Criteria:
  - Company Name & Address
  - Your name and Job Title
  - Position Start Date and End Date
  - Number of Hours per week (Part time 20 hrs or less / full time 20 + hrs)
ISS Advisor Processing Procedure

- Review Co-op offer letter
- Confirm student has accrued 1 full academic year
- Check to make sure student is registered for Co-op
- Email the student or academic department if additional information is required
- Authorize training in SEVIS
- Prepare new I-20 showing CPT authorization
- Email you when your I-20 is ready for you to pick up
Important Information about Social Security Numbers

- F-1 students are eligible for a Social Security number when they receive a job offer on/off campus and plan to accept employment.
- You can get an application for an SSN at the ISS office.
- You will be required to provide your employer with your SSN or proof that you have applied for one within 3 days of beginning employment.

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CPT Application Summary

- Obtain letter from prospective employer
- Obtain permission from academic department
- Enroll in Co-op & register Co-op with Job Zone
- Submit online CPT Request form to ISS before the start date of Co-op
- Wait for CPT I-20 to begin working
How did we do?

Please take this quick 5 question quiz to help us improve our workshop!
Your Questions Are Important
Ask the ISS staff

Stop in the ISS office to make an appointment with an advisor or email iss@rit.edu to schedule an appointment.

Visit our website for more information:
http://www.rit.edu/studentaffairs/iss/immigration-visas/f-1-employment