Get your CPT ASAP

What you need to know about Curricular Practical Training

Fall 2018

International Student Services
Workshop 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 facts, not myths, about CPT
- Understand the process for obtaining a Social Security Number
Definitions

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

- **CPT** = Curricular Practical Training. 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.

**CPT** is the work authorization from ISS you are required to have as an F-1 student.
What is considered employment?

Co-operative Education

Academic Internships

Unpaid Internships

Practical Experience

Practicum

Off-campus Employment

Field Programs

Externships

Mentored Learning

RIT Student Affairs
International Student Services
CPT is a Partnership between:

YOU

Employer

Academic Department

ISS

USCIS

RIT Career Services & Cooperative Education
Co-ops & Professionalism

• 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.
F-1 Federal Regulations

• Student must:
  – Have been lawfully enrolled full time for at least one academic year (2 academic semesters: Fall and Spring)
  – Be in lawful F-1 status at time of CPT application

• CPT must:
  – Be directly related to your field of study
  – Be an integral part of an established curriculum
  – Support employment that is temporary in nature
  – End before graduation (I-20 program end date)

• CPT employment may be PAID or UNPAID
Important notes about CPT

• CPT may be part-time* or full-time
  • Part-time is 20 hours/week or less; full-time is 20 hours/week or more
  • You must always maintain full-time course registration to maintain F-1 status!
  • *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
  • ISS recommends allowing at least 1 week less than 365 days total.

• Processing Time: ISS takes 2-3 business days
  • Processing times are faster if your application materials are complete

Beginning your co-op without proper authorization (CPT I-20) or working past your authorization date is a violation of immigration regulations and will have serious consequences.
Things to consider when applying

• CPT cannot be authorized beyond I-20 Program End Date
  • When does your I-20 expire?
  • Do you need a program extension before you apply for CPT? Ask your academic advisor.

• CPT requires corresponding Course Registration
  • Co-op registration is mandatory in the term you will be engaging in the co-op. This includes summer!
  • Will your co-op time fall within more than 1 semester?

• CPT authorization is tied to a specific employer for a specific duration
  • Any changes will require an updated CPT authorization.
What terms do I need Co-op Registration?

Example of CPT authorization period:
• February 15, 2019 – May 07, 2019
• Co-op registration needed for Spring 2019

Example of CPT authorization period:
• March 15, 2019– August 15, 2019
• Co-op registration needed for BOTH for Spring 2019 and Summer 2019

Example of CPT authorization period:
• January 5, 2019– June 5, 2019
• Co-op registration needed for BOTH for Spring 2019 and Summer 2019
Employment Offer Letter

Your offer letter submitted to ISS must have:

• 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)

* Job MUST be temporary in nature, i.e. a co-op or internship position
Steps to getting CPT

1. Department approval
2. Register for co-op in SIS
3. Register co-op in Handshake
4. Submit online CPT Request Form: [http://rit.edu/hzgwy](http://rit.edu/hzgwy)
5. Receive CPT I-20 and begin working.
Department Approval / Co-op & Handshake

• Take 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 Handshake: https://rit.joinhandshake.com/login
A complete CPT request:

1. CPT Request Form
2. Offer Letter
3. Co-op registration screenshot
What happens when I submit my CPT application?

ISS will...

• Review Co-op offer letter
• Confirm student has accrued one 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

...all within 2-3 business days of your application submission!
Plan ahead & start early!

• You are not “all set” with only co-op registration– you MUST have your CPT I-20 to legally start working.

• Allow 2-3 business days for ISS to process your application and email you. If you submit your CPT request on a Friday to start a job on Monday, we may not be able to process your request in time.

• ISS receives many, many CPT requests, and we process them as quickly as we can, but we cannot prioritize your application if you are late in submitting it.
Social Security Numbers

If you did not already receive an SSN for on-campus employment, you’ll need to apply for one once you get your CPT I-20.

• 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 and instructions 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.
Myth #1

I don’t need CPT if my co-op or internship is unpaid.

False!

CPT work authorization is required for all co-ops, whether paid or unpaid.
Myth #2

I can start my work after I get my co-op registration from my department and register my co-op in Handshake. They said I’m all set.

False!

You cannot begin your work unless you have your CPT I-20. It is ILLEGAL to work without this authorization!
Myth #3

I’m done with my degree requirements, but I still have 3 months of CPT to use. I can do that before I apply for OPT.

False!

CPT cannot be used after you have finished your degree requirements.

Students are not guaranteed a year of CPT. Rather, if you want to be eligible for OPT, you cannot do more than 365 days of CPT. All CPT must meet requirements.
Myth #4

I can use CPT in my last semester to start my full-time, permanent job.

False!

The government is scrutinizing CPT use. CPT can be authorized for *temporary* positions only. OPT is used for your full-time, permanent job.
CPT Application Summary

1. Obtain letter from prospective employer
2. Obtain permission from academic department
3. Enroll in Co-op & register Co-op with Handshake
4. Submit online CPT Request form to ISS before the start date of Co-op
5. Wait for CPT I-20 to begin working – you will get an email from isscpt@rit.edu
Have more CPT questions?

Visit or call the ISS office during **walk-in hours**:
Monday-Friday
10am-12pm and 2pm-4pm

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
Please help us improve our CPT workshops by completing this short quiz.

Thank you!

https://baseline.campuslabs.com/rit/fall18cpt