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

RIT International Student Services

Spring 2016
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?

Academic Internships

Co-operative Education

Unpaid Internships

Practical Experience

Mentored Learning Field Programs

Externships

Practicum

Off-campus Employment

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CPT: What you need to know:

- CPT is a Partnership between:
  - YOU
  - Employer
  - ISS
  - Academic Department
  - 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

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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)
When do I need Co-op Registration?

Example of CPT authorization period:
- June 1, 2016 – December 15, 2016
- You will need Co-op registration for Summer and Fall 2016

Example of CPT authorization period:
- July 30, 2016 – March 15, 2017
- You will need Co-op registration for Summer 2016, Fall 2016 and Spring 2017
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.
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!

http://studentvoice.com/rit/cpt
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