



**Get your CPT
ASAP**

***What you need to
know about
Curricular Practical
Training***

Fall 2018

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



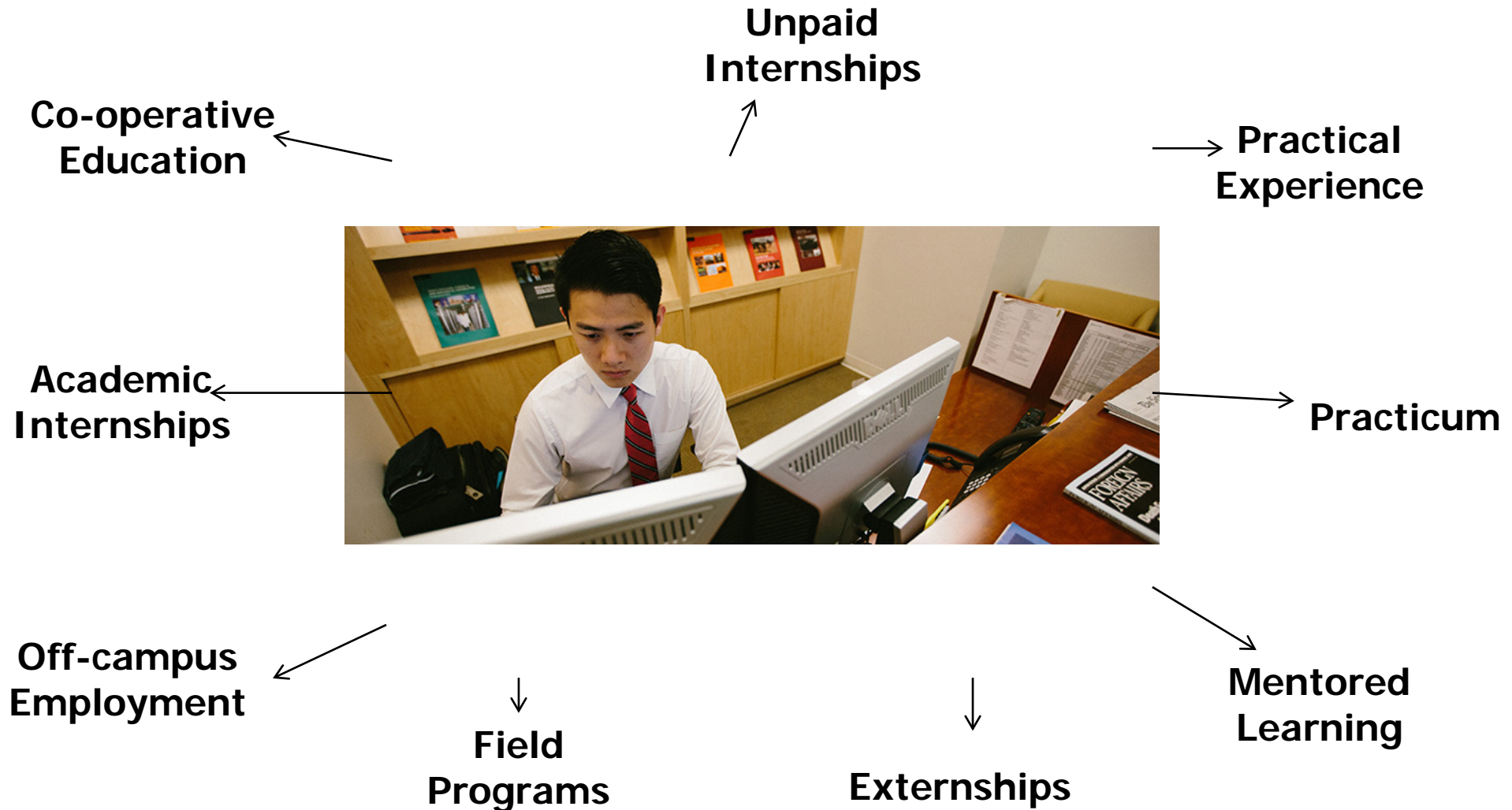
Definitions

- **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*?



CPT is a Partnership between:



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/hzgwyy>
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

 If you have any difficulty submitting this form online please save it to your desktop and send it as an email attachment (with the items listed in the Instructions) to isscpt@rit.edu. You may also print, fill, and scan the form to isscpt@rit.edu

F-1 Curricular Practical Training Request Form
You will not be able to submit this form with Google Chrome. Please use a different browser.

Name: Today's Date:
University ID: Email:
Name of Employer:
Street Address:
City: State: Zip Code:
Start date of Internship/Co-op: End date:

I have registered this Internship/Co-op on the RIT Office of Career Services and Cooperative Education website. Yes No If not, please go to <https://www.rit.edu/emcs/oc/>

Instructions
Upon completion of this form please click on the "Submit" button below. This action will open up an email to isscpt@rit.edu. Please attach the following to the email before sending it:

- Screen shot of your registration in SIS for this internship/co-op. The registration must be for the term(s) in which you are requesting Curricular Practical Training.
- Copy of your employment offer letter.

Notes

- We are unable to process CPT requests without your proof of registration and job offer.
- Your new I-20 will be available in two to three business days after submission of this form and required documents.
- You will receive an email when your new I-20 is available.

2. Offer Letter


784 Jefferson Street, Granville, PA 19238
Tel: 717 372 1322, Fax: 717 372 1323
www.sbcsystems.com

23 April 2013

Craig Enders
137 Brady St.
Granville, PA 19973

Dear Craig Enders,

I am very pleased to offer you a position of Financial Analyst at SBC Systems. This is a full time position of 40 hours a week. Your initial annual salary will be \$58,000.00.

As a full-time employee, you are also entitled to the standard company benefits package. The principal features of the employment offer and the benefits are outlined in the enclosure. Please plan to begin work on May 5, 2012.

If you accept this offer, I would appreciate your signing and returning at your earliest convenience a copy of this letter along with the enclosed Letter of Assignment for documentation purposes. If you have any questions regarding employment policies and procedures, please do not hesitate to contact me.

Sincerely,

Andrew Melvin
Human Resources Manager

Enclosure: Letter of Assignment

I accept the above offer: _____
Name Date

Sawvy Business Correspondence.com

3. Co-op registration screenshot

Academic Load: Enrolled Full-Time

Classes

Enrolled Dropped Wait Listed

Class	Description	Units	Grading	Grade	Status
MTSE 699-01 (57063)	Materials Science Grad Co-op (CO-OP)		Satisfactory/Failing		<input checked="" type="checkbox"/>

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

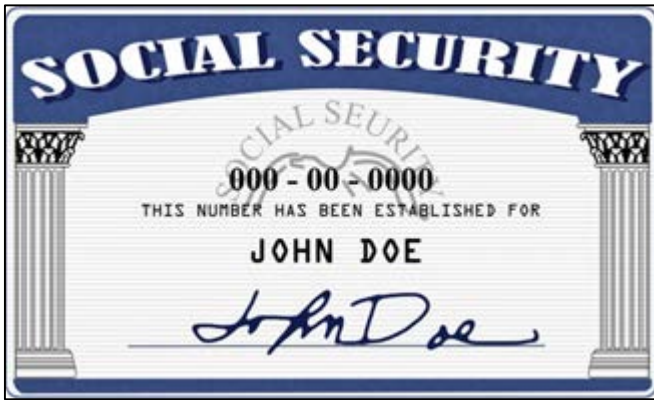
...all within 2-3 business days of your application submission!

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.

**BUSTING
THE
MYTHS**

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>