

Understanding CPT Workshop



UNIVERSITY
AT ALBANY

State University of New York

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CPT can be complicated. CPT applications are always evaluated on a **CASE-BY-CASE** basis. This presentation gives a general overview, but **the specific details of your case may differ.**

F-1 Student Work Authorization

1. On-Campus

- ▶ F-1 students who are in status are eligible for on-campus employment up to 20 hours per week (cumulatively) during the semester. Over the annual breaks (winter and summer), most UAlbany international students are eligible to work up to 25 hours per week (University regulation).

2. Off-Campus: Curricular Practical Training

- ▶ Used while still an enrolled student (must be registered for courses)
- ▶ May be authorized as full-time (20+ hours/week) or part time (less than 20 hours/week)

3. Off-Campus: Optional Practical Training

- ▶ Most often used “post-completion” (after graduation)
- ▶ **F-1 students cannot work off-campus without work authorization. Do not begin any work off-campus, paid or unpaid, without consulting the ISSS office first. Working without authorization is a violation of your F-1 status. Only an ISSS official can approve and sign an I-20 to authorize CPT.**

What is CPT (Curricular Practical Training)?

Definition (from federal regulation 8 CFR 214.2(f)(10)(i))

- ▶ A F-1 student may be authorized by the DSO [ISSS advisor] to participate in a curricular practical training program that is **an integral part of an established curriculum**. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.
- ▶ **Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training.**
- ▶ **Students must be enrolled full-time for one academic year prior to becoming eligible for CPT.** Exceptions to the one academic year requirement may be provided to students enrolled in graduate studies that require immediate participation in curricular practical training.
- ▶ **A request for authorization for curricular practical training must be made to the DSO (ISSS advisor). A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.**

What that Definition Means:

- ▶ To be eligible for CPT, you must meet the following *general* requirements:
 - ▶ You have been enrolled at least one academic year (two semesters) full-time
 - ▶ You must be **currently registered** for a class which requires an internship/opportunity for which you will receive academic credit; or **currently engaged** in a non-credit, *required* practicum or field work placement (e.g. Master's of Public Affairs or Master's of Social Welfare programs) at the time of the internship; or the internship is directly related to your dissertation/thesis research and you are registered for the corresponding dissertation/thesis research credit.
 - ▶ You must have an internship offer **before** applying for authorization with ISSS. This internship must **directly relate** to your program of study.
 - ▶ ISSS must approve your CPT authorization **before** you can begin working. Start dates cannot be backdated.
 - ▶ Full-time CPT (20 or more hours per week) is only authorized in specific circumstances and you are only allowed to use a limited amount of full-time CPT (12 months cumulatively), otherwise you will be ineligible for OPT after-graduation
 - ▶ If you are working/engaged in an off-campus internship or employment opportunity, whether **paid or unpaid**, you must apply for CPT work authorization.

Before Requesting CPT, please have

- 1.) An **official internship/employment offer** for off-campus employment directly related to your degree
- 2.) To be **registered in a course** which requires an internship, or engaged in a non-credit, required **practicum/field work placement**. Your internship must meet the criteria for the course and your faculty/department must be in support of the internship opportunity.

COVID Operational Note on “Remote Work:”

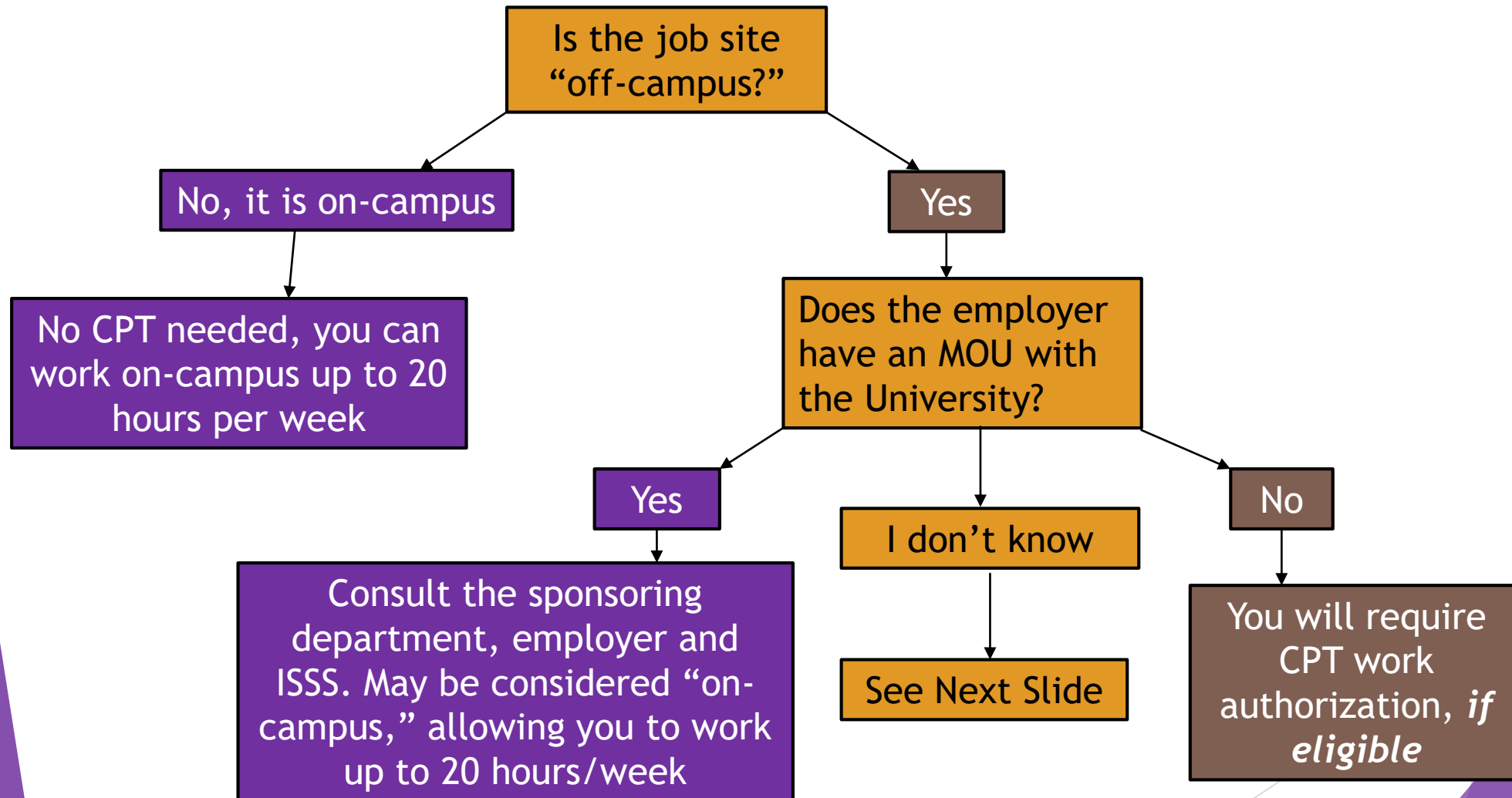
- ▶ “Off-campus” employment is determined in part by where you are physically located and who you are working for. Depending on the circumstances, ISSS may refer you to an immigration attorney for further guidance.
 - ▶ For example, if you are physically located in the U.S., and are working remotely for an overseas company, you may need work authorization for that because you are in the U.S. while working.
 - ▶ If you are physically outside the U.S. but working for a U.S. based company, you may need work authorization for that.
 - ▶ If you are outside the U.S. and working for a non-U.S. company, work authorization may not be required.

MOUs (Memorandum of Understanding)

- ▶ Disclaimer: This is intended as a *general* introduction. If you think your employment falls under a MOU **you should consult ISSS before beginning employment**. MOUs are complicated and every agreement is different.
 - ▶ Your employer/faculty may not be familiar with immigration requirements. Check with **ISSS advisors** before beginning employment!
- ▶ A few New York State agencies or other approved organizations have a MOU with the University or a department of the university. A MOU is a co-operative agreement. While your work location may be off-campus, the MOU may consider you as a “student worker” or “student assistant” employed by the University.
- ▶ If you are a student assistant working under a MOU, it might be “on-campus employment.” Students need to follow all on-campus employment regulations. Work up to 20 hours per week on-campus during a regular semester may be possible. If the position requires more than 20 hours, you may need alternative authorization, if eligible.
- ▶ If you’re not completing your I-9 at the University at Albany Human Resources office and/or not being paid through UAlbany HR, please speak to ISSS about work authorization before beginning any work.

Internship Requirements for CPT

FIRST: Determine if you *need* CPT for this internship.



Internship with International Organization

- ▶ Full-time F-1 students who are accepted for an internship with a recognized international organization may apply for an EAD card through USCIS for Internship with an International Organization
- ▶ To qualify, you must:
 - Have a written certification from the international organization that you are being offered employment for within the scope of the organization
 - Apply for a new I-20 with ISSS recommending you for the international organization internship
 - Submit all materials, including an I-765 and filing fee to USCIS
- ▶ The average processing time for an I-765 with USCIS is 3 months, and you cannot begin work with the authorization until you have received an approved EAD card.
- ▶ If you qualify, you would not need to use CPT. If interested, please speak to an ISSS advisor about how to apply.

Examples of Qualifying International Organizations

- ▶ Asian Development Bank
- ▶ Commission for Environmental Cooperation
- ▶ Commission for Labor Cooperation
- ▶ Commission for the Study of Alternatives to the Panama Canal
- ▶ Customs Cooperation Council
- ▶ European Bank for Reconstruction and Development
- ▶ Great Lakes Fishery Commission
- ▶ Hong Kong Economic and Trade Offices
- ▶ Inter-American Defense Board
- ▶ Inter-American Development Bank
- ▶ International Atomic Energy Agency
- ▶ International Committee of the Red Cross
- ▶ International Criminal Police Organization (INTERPOL) (Limited Privileges)
- ▶ International Joint Commission - the United States and Canada
- ▶ International Maritime Organization (formerly the Intergovernmental Maritime Consultative Organization)
- ▶ International Monetary Fund
- ▶ Pan American Health Organization (including Pan American Sanitary Bureau)
- ▶ South Pacific Commission
- ▶ United International Bureau for the Protection of Intellectual Property (BIPRI)
- ▶ United Nations
- ▶ United Nations Educational, Scientific, and Cultural Organization
- ▶ United Nations Industrial Development Organization
- ▶ Universal Postal Union
- ▶ World Health Organization
- ▶ World Intellectual Property Organization
- ▶ World Meteorological Organization
- ▶ World Tourism Organization
- ▶ World Trade Organization
- ▶ [See ISSS for a full list](#)

Internship Requirements for CPT

- ▶ The position must be **directly related** to your degree program (i.e. “curricular,” related to your studies and major)
- ▶ You must have an offer in place **before** applying for CPT
- ▶ The **offer letter** must include the following before ISSS can process your request for CPT:
 - ▶ A letter (on letterhead stationery) offering employment or an internship situation specifying the name and address of the employer or organization, the duties and responsibilities of the position, the number of hours per week the student will work, and the beginning and ending dates of the employment or internship.

Registration/Academic Requirements for CPT

- ▶ You must be **registered** for a course which requires an internship as part of the curriculum OR engaged in a required, non-credit placement/field work placement.
- ▶ You must be registered/placed **at the time of employment** (i.e. for the term during which the employment will occur).
- ▶ You must be **recommended to participate** in CPT by the academic advisor and department chair.
- ▶ CPT will only be authorized on a **semester-by-semester basis**. If your internship lasts longer than the semester, you will need to apply for an extension to your CPT for the next semester.

Types of Courses for CPT Credit

- ▶ An internship, or other program related course, for **at least 1 credit** which is used towards completion of your academic program (degree)
- ▶ A **required**, non-credit practicum or field work placement. This course must be required for all students in your program. **It cannot be optional.**
- ▶ Master's/Doctorate students: **research opportunities** directly related to **thesis or dissertation**. Must be registered for the appropriate course credit (such as 899, other dissertation courses, or a thesis course).

CPT Between Terms

- ▶ International students with approved CPT for a regular academic term (i.e. fall, spring or summer) **may** qualify for an extension of CPT, including permission for full-time employment, between terms (note: this is the time frame between the official end of one term and the official beginning of another term, as noted on the academic calendar).
- ▶ During these between term periods, eligible international students do not need to enroll for additional academic credit *in most cases*, but they **must be registered for the following semester and receive additional authorization from the ISSS Office.**

CPT During Summer Term

For the purposes of CPT, summer is regarded as an academic term.

Students must register for acceptable academic credit for the summer session during which they are requesting CPT to begin. This credit will cover the CPT period through the remainder of the summer term.

Exceptions to the summer registration rule include:

- ▶ If your academic program **requires** an internship to graduate but **does not** provide credit for that internship, you may still be eligible.
- ▶ Students registered with an eligible **dissertation or thesis credit(s)** in the spring and fall semesters between the summer term in question may dedicate such academic credit(s) toward summer CPT if the respective CPT activity is related to the student's thesis/dissertation and the student has academic department support.
- ▶ Students whose academic programs do not offer appropriate academic credit for summer CPT should **consult ISSS and their academic department.**

Full-Time CPT

- ▶ Students in their **thesis or dissertation** period *may* be eligible for full-time CPT if their work is directly related to their thesis/dissertation and the student has academic department support.
- ▶ Students in their **final semester** of coursework who have **an approved RCL** may be eligible (you must be registered for 9 credits or less to do full-time CPT).
- ▶ Use of full-time CPT for more than 12 months eliminates eligibility for Optional Practical Training (OPT). Use of part-time CPT does not generally affect eligibility for OPT.

Authorization Period for CPT

- ▶ The start and end dates of the authorized CPT period will print on page 2 of the I-20. Students are **only** authorized to work **during** this authorized period.
- ▶ If your CPT period will be continuing past the authorized period, you must submit a new CPT application to ISSS at least 5-7 business days prior to the expiration of the authorized CPT period. **You must be re-authorized by ISSS for additional CPT time in order to continue working.**
- ▶ If you are using CPT in your last semester, please remember that **OPT is a different form of work authorization** and requires additional USCIS approval. There may be a gap between any CPT authorization and OPT authorization (you must physically have an approved OPT EAD to work after the program completion date on the I-20).

CPT Application Checklist

Please submit the following materials to ISSS. Only **complete** applications will be accepted. Please allow **5-7 business days** for processing (remember, you **cannot start** work until your new I-20 with CPT authorization has been processed)

- 1.) CPT Application Form
- 2.) Advisor's Authorization Form
- 3.) Official Offer Letter from supervisor
- 4.) Copies of all I-20s, current and previous
- 5.) Must already be registered for the course indicated on the forms
- 6.) If you do not have an SSN, submit a request for an SSN letter at the time you submit the CPT request

CPT Application Form

Students: Please complete all of the information below before seeking academic departmental approval.

Student Name: _____
Family name Given/First name

UAlbany Student ID #: _____

Major: _____ Degree Level (Bachelor's, Master's, or PhD): _____

Below, please certify that you have done at least one of the following:

- I have attended a Curricular Practical Training Workshop: Yes, when: __/__/__
- I have watched the on-line CPT tutorial at www.albany.edu/iss Yes

Please list all periods of previously authorized training (both CPT and OPT) – if any: _____

Name of Employer or Training Site: _____

Location (Address, including zip code) of Employer or Training Site: _____

Brief Description of Proposed Duties of the CPT position and how these directly relate to your major: _____

Requested Dates of Practical Training: From: ____/____/____ To: ____/____/____
mm dd yy mm dd yy

Hours Per Week: _____ (Full-time CPT is needed for work more than 20 hours per week. See prior instructions)

Are you a graduate student who currently holds an on-campus employment position? Yes No
If no, please continue to the "Student Attestation" section at the bottom of this page.

If yes, what is your position on campus? _____ Hours per week? _____
Please take this form to Tara Curley in Graduate Education (UAB 110) for completion of the below box. Please allow approximately 2 business days for processing by Graduate Education. This form cannot be turned into ISSS UNTIL you have approval from Graduate Education.

To be completed by Graduate Education Only if the student is a graduate student with on campus employment:

- Option 1: This student is exempted from the extra service requirement and Graduate Education has no objection to this academic practical training employment.
- Option 2: This student has been granted permission by Graduate Education to accept this practical training opportunity and is allowed to work up to _____ hours per week, if also approved by ISSS and the academic department to do so.

Graduate Education Official's Name: _____ Date: _____

Graduate Education Official's Signature: _____

Student Attestation: By signing below, I take full responsibility for reading/understanding the information presented in the CPT packet, the workshop and/or the online tutorial. I attest that the above information and true and correct to the best of my knowledge.

Student's Signature _____ Date _____

Where you will be working

We only authorize CPT on a semester-by-semester basis

Must relate to your major/degree

If you are full-time, you need to be registered for 9 credits or less and have an RCL on file

If you're a graduate student with employment on-campus, you must also get permission from Graduate Education before doing CPT.

This form should be completed by your advisor, not you.

To Be Completed by the Academic Advisor & Chair:

Student's Name: _____ Semester: _____

This employment or internship meets the following criteria for CPT authorization (please check the one that applies):

- An internship, or other program related course of at least 1 credit which will be used towards completion of the student's academic program. Please indicate: Course # and Title: _____, and number of credits: _____.
- A required, non-credit practicum or field work placement. Experience must be required for ALL students in this academic program/course of study, but does not require course registration, as noted in the Graduate or Undergraduate Bulletin. It is not an optional course.
- Research directly related to thesis or dissertation. Must be registered for appropriate thesis or dissertation credit. Course # and Title: _____, and number of credits: _____. Briefly describe the topic: _____

One option must be indicated. Please make sure that the course name and number are listed. You must be registered for the course listed at the time you submit the application

All approvals and signatures must be obtained *before* you submit your application to ISSS

I hereby certify that this curricular practical training is an integral part of this student's academic program and its established curriculum, as noted in the Graduate or Undergraduate Bulletin, and/or published on the department's web site.

Credits Remaining Until Graduation: _____ Anticipated Graduation Date: _____

Academic Advisor Signature: _____ Date: _____

Name: _____ Department: _____

Phone: _____ Email: _____

Department Chair Signature: _____ Date: _____

Name: _____

Please allow **5-7 business days** for processing.

Do not start working until your CPT authorization has been **processed and approved** by the ISSS Office

You will get a **new I-20** with CPT authorization printed on page 2 (under “Employment Authorizations”) once it is processed and approved.

REMINDER

CPT can be complicated. CPT applications are always evaluated on a **CASE-BY-CASE** basis. This presentation gives a general overview, but **the specific details of your case may differ.**

Questions? Comments? Concerns?

- ▶ **ISSS Office:** G-40, Science Library
- ▶ **Phone #:** 518-591-8171
- ▶ **Email:** ISSS@albany.edu

Thank you for attending this Workshop!

Please take our anonymous evaluation:

