



# F-1 Student Employment

**Rules and Regulations for  
Curricular Practical Training  
(CPT), On Campus  
Employment & Other...**



# Visa and Immigration Services

- **E5310 Melville Library (5<sup>th</sup> floor)**
- **Office Hours: M-F--8:30 to 5:00**
- **Tel: 632-INTL (4685)**
- **Fax: 632-7064**
- **Email:**  
[internationalservices@notes.cc.sunysb.edu](mailto:internationalservices@notes.cc.sunysb.edu)
- **Website:**  
<http://www.stonybrook.edu/iaps/international>



## F-1: Employment

- **Any employment authorization is a benefit of your F-1 status.**
- **You must first be sure that you have maintained your F-1 status before being eligible for any type of work.**
- **Instructions and information are on the Visa and Immigration Services Website**



# Employment Options

- On-Campus employment
- Off-Campus employment:
  - Curricular Practical Training
  - Optional Practical Training
  - Internship with certain International Organizations
  - Employment based on severe economic hardship



# On-campus Employment

- **What is considered on campus employment?**
- **Working for the University and/or Research Foundation**
- **Working for outside companies who are providing student services on campus (such as Dining Services)**
- **It does not include any local businesses off campus!**
- **Not allowed during “grace period” following degree completion**
- **If you transfer out at another institution you can no longer work at on-campus**



# On-campus Employment

- Employment is limited to:
- 20 hours per week while school is in session – accumulated total of all jobs.
- TA, GA, & RA positions range from 10 to 20 hours per week (check with human resources)
- Residence Hall Assistants are 20 hours per week
- Full-time (21 hours or more per week) during school vacations- summer/winter break
- Work on campus does not need to be degree related
- No formal authorization is required
- Intensive English Center students cannot work



# Applying for SSN

- **Your supervisor gives you an offer letter of intended employment with his/her signature**
- Bring the employment letter to Visa and Immigration Services for endorsement by your Adviser
- Take the employment letter, printout of registration, passport with I-94 card, and I-20 to the SSA Office, 75 Oak Street, Patchogue, NY



# CURRICULAR PRACTICAL TRAINING (CPT)

- **Internship (not a job) opportunity for F-1 students to put classroom knowledge into practice.**
- **Must be an “integral or optional element” of an established curriculum in the students major, credit driven, academic department “approval”: credits must apply to degree program**
- **Some academic programs do not include internships**
- **Earning money is NOT the primary purpose; may be paid or unpaid**
- **Must be supervised by a professor**



## CURRICULAR PRACTICAL TRAINING (CPT)

- **This employment requires authorization from Visa and Immigration Services**
- **You can apply for CPT before the add/drop period.**
- **Anticipate a processing time of ten business days once a complete application has been submitted.**
- **Note: see an Visa and Immigration Student Adviser before accepting or beginning any off campus employment. The adviser will determine whether the proposed internship meets the requirements for CPT and whether you are eligible to apply for CPT.**



# Eligibility for CPT

- **Sufficient GPA:**
  - **2.0 for undergrads**
  - **3.0 for grads**
- **Registration for academic credit required during the term that CPT is authorized.**
- **Have completed the two previous semesters in full-time enrollment**
- **Valid passport**
- **All I/NR grades from prior semesters have been resolved.**



## Use of CPT

- **CPT is limited to:**
- **20 hours per week while school is in session.**
- **Full-time (21 hours or more per week) during the summer/winter sessions only.**



# Application Procedure for CPT

- **See a Visa and Immigration Student Adviser and submit the following documents:**
- **CPT application form**
- **Internship Employment offer letter**
- **Recommendation letter from your academic/thesis adviser**
- **If eligible, you will be notified via e-mail to pick up your new I-20 and instructions.**



# CPT Application Form - Available on Visa and Immigration Services Website

Received by  
IS: \_\_\_\_\_

## CURRICULAR PRACTICAL TRAINING (CPT) FOR F-1 STUDENTS

STUDENT CONTACT INFORMATION						
Last Name					First Name	
Academic Major					Date of Birth (Mo/day/yr)	
Grad/Undergrad Level	G1 U0	G2 U1	G3 U2	G4 U3	G5 U4	SOLAR ID#
SBU E-mail					Telephone #	
Have you attended the Employment Workshop? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, when did you attend? ___/___/___						
Do you currently have on-campus employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, hours per week? _____						

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

DEPARTMENT INFORMATION			
<small>This form should be filled out in close consultation with a Graduate or Undergraduate Director. The signature also indicates that the academic adviser will be assessing the employment in order to assign a grade for that course.</small>			
The employment is:	<input type="checkbox"/> Full-time (greater than 20 hrs/wk)	<input type="checkbox"/> Part-time (20 hours or less per week)	
	<input type="checkbox"/> Mandatory (required for the degree as defined in the University's Bulletin)	<input type="checkbox"/> Optional but counts towards the degree. (explain HOW in letter of recommendation)	
Course Number	Course Name		
Number of credits	Semester Enrolled		
Supervising faculty member			
Title		Department	

EMPLOYER INFORMATION / LOCATION			
Name of Company			
Address Line 1 (No P. O. Box #)			
City, State, Zip			
Hours per week			
Dates of Training	Start:		End:
Name of Supervisor			

Title 18 of the United States Code, Chapter 47, Section 1546 states:

*"Whoever knowingly makes under oath, or as permitted under penalty of perjury under section 1746 of title 28, United States Code, knowingly subscribes as true, any false statement with respect to a material fact in any application, affidavit, or other document required by the immigration laws or regulations prescribed there under, or knowingly presents any such application, affidavit, or other document which contains any such false statement or which fails to contain any reasonable basis in law or fact - shall be fined under this title or imprisoned not more than 10 years (in the case of the first or second such offense, or 15 years (in the case of any other offense), or both."*

***I recommend the Curricular Practical Training listed above. I certify that the training is necessary for completion of program and is arranged through an agreement with the sponsoring employer. Further, I certify that the student above has not completed all requirements for his/her program of study.***

Name of Faculty Adviser: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY MEMBER: Please attach a letter on departmental letterhead describing how the recommended Curricular Practical Training is "an integral part of an established curriculum" and necessary for completion of program.**



# CPT Offer Letter

- **The organization offering the internship must provide an offer letter, on company stationery, outlining the following elements:**
  - **Student's name**
  - **Number of hours of work per week**
  - **Mention whether the position is paid or unpaid**
  - **Description of duties**
  - **Start and end dates (must fall within academic term)**
  - **Physical address of where you will intern (no P.O. BOX)**
  - **Mention that student is involved in an internship (i.e. not long-term employment)**
  - **Name of supervisor**
- **For the protection of our students, the following words/phrases should not be included in the letter:**
  - **appointment**
  - **contract**



# Letter from Academic Adviser

**Your academic adviser/program director must write a recommendation letter outlining the following:**

- **Is CPT an “integral” part of a student’s established curriculum?**
- **Will this internship advance the student toward specific requirements for completion of the degree?**
- **Does the student need CPT in order to complete his/her program?**
- **Does the student need to conduct research off-campus? Can the student conduct research on-campus?**



## When your CPT is processed...

- an e-mail will be sent to your **SBU student e-mail** address stating that your CPT is approved or additional information is required.
- if your CPT is approved you will receive a new SEVIS I-20 (with the CPT dates, name, and address of the company posted on page 3) authorizing you to conduct CPT.
- your paperwork will be available for pick up at Visa and Immigration Services; a photo ID is required.
- You must repeat the entire application process if you must extend your dates to the next semester, change your employer or increase/ decrease your work hours.
- Every application is a new application.



## Tips and Reminders

- **CPT dates can only be approved within the dates of the semester.**
- **Your start date can never be in the past and the latest possible end date is the last day of exams.**
- **Summer term internships can be authorized from the day after Spring semester ends to the day before Fall semester begins.**
- Every CPT submitted by Ph.D. students on G5 academic level must be used to gather enough data collection to write dissertation & complete degree.
- **If you report for your internship before your CPT is authorized by Visa and Immigration Services YOU ARE WORKING ILLEGALLY.**



## Off-campus - Internship with an International Organization

- **Requires authorization from USCIS – Form I-765**
- **Temporary employment authorized in 12 month increments or less - full-time or part-time**
- **Must be with a qualified International Organization**
- **Examples: UN, IMF, WTO, ICRC, & World Bank**
- **Requires written certification from the organization that the proposed employment is within the scope of its sponsorship**
- **Eligible to apply as soon as you are in F-1 status**
- **Internship does not have to be related to your major**



## Off-campus - Severe Economic Hardship

- **This employment requires authorization from USCIS**
- **You must make an appointment to meet with a Visa and Immigration Services Student Adviser**



# Know Your Rights

- U.S. law can protect you from abusive employers
- **Example of Abuse: forcing you to work without pay through violence, threatening to report you to Immigration, or confiscating your immigration documents**
- Contact Visa and Immigration Services; or
- Call the National Human Trafficking Resource Center Hotline at 1-888-373-7888 (24 hours) if you need help
- For more information: State Department Nonimmigrant Rights, Protections and Resources pamphlet  
<http://www.travel.state.gov/pdf/Pamphlet-Printer.pdf>



# Change of Address

- The USCIS regulations require that all F-1 students report a change of their local (US) or foreign address within 10 DAYS of moving.
- Students who live off-campus must update their **Local (Off Campus)** type address in SOLAR; which automatically is sent to SEVIS.
- Students who live on-campus need to follow up with the **Division of Campus Residences** about updating their **Dormitory** type address in SOLAR.
- Change in foreign address must be reported to Visa and Immigration Services via our **website**, or in person; our office will update your new address in SEVIS.
- **You are responsible for updating SOLAR**



# Income Tax form filing required EVERY YEAR

- **File income tax returns each year whether or not you have earned income in the US**
- **File Form 8843 if you have no US Earned income**
  - **File Form 1040NR if you have US earned income**
  - **Some F-1 students and scholars qualify for a tax treaty exception but must file to claim the tax treaty exemption**
- **Information on how you should be taxed can be found in [IRS Publication 519](#) on the IS web site at the “Income Tax Information” link.**
- **[www.irs.gov](http://www.irs.gov)**



QUESTIONS!!