WELCOME!

This presentation is mainly intended for currently enrolled F-1 students at USC. If you are an IAP, EPI, or exchange student, not all of this information will apply to you. If you are a student in one of these categories, you are welcome to stay, but keep in mind you have different advisors and procedures. If you are not a currently enrolled student, please be aware that we do not have the authority to advise you.

Curricular Practical Training (CPT)

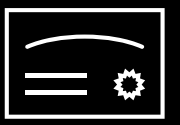
UNIVERSITY OF
South Carolina

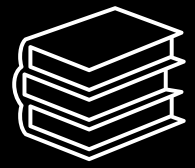
CPT is...

- A work benefit of the F-1 **student** visa authorized by USC ISSS office.
- An off-campus job opportunity **directly** related to your degree and an **integral** part of your studies.

CPT is NOT...

- A work visa for monetary gain and future employment opportunities.
- Off-campus employment for fun, extra cash, or economic needs.





Remember, on campus work does not need authorization!

UNIVERSITY OF South Carolina

Section 8, Code of Federal Regulations 8CFR214.2(f)(10)(i)

"…an integral part of an established curriculum. [CPT] 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 [CPT] are ineligible for post-completion academic training. A request for authorization for [CPT] must be made to the DSO. A student may begin [CPT] only after receiving…the DSO endorsement."

USC POLICY

ISSS POLICY

ALL OFF-CAMPUS JOBS, INCLUDING UNPAID "VOLUNTARY" INTERNSHIPS, REQUIRE CPT AUTHORIZATION!

In other words, CPT training must meet all of the following stipulations:

- Training relates directly to the student's major area of study.
- Training is an integral part of the school's established curriculum.
- Occurs before the student's program end date on the Form I-20.
- Authorization is for one specific employer and for a specific period of time.
- Student must secure the training opportunity before CPT can be authorized.
- CPT must be authorized before the student can begin work. Designated school official (DSO) authorizes CPT in SEVIS, and the authorization prints on the student's Form I-20.
- Student can have more than one CPT authorization at the same time.
- One year of full-time CPT eliminates a student's eligibility for OPT.

IMPORTANT CPT IMPLICATIONS:

- When applying for OPT, H1-B, or Legal Permanent Residence (aka green card), USCIS will look at your previous immigration history.
- If the CPT or any off-campus work was unauthorized, you will be denied.
- If the CPT appears unrelated to your degree or major, they may ask for more evidence.
- You may need to prove it was related to your degree, necessary for your studies, and/or how you obtained the opportunity.

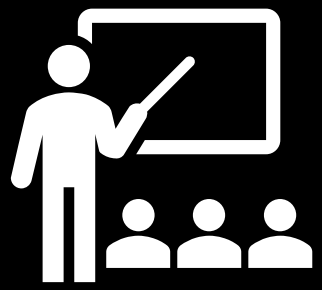
BE PREPARED. DO NOT WORK WITHOUT AUTHORIZATION.
ENSURE PROPER COMPLIANCE.

TYPES OF CPT

At USC, we only approve 4 types of CPT to help our school and students comply with regulations.

1. Course Requirement CPT
2. Dissertation Research CPT
3. Degree Required CPT
4. Carolina Internship CPT

COURSE REQUIRED CPT



COURSE REQUIRED CPT

- Mandatory internship for a class in your program
- Credit-bearing elective that requires practical experience
- Internship course enrollment must be same semester as employment.

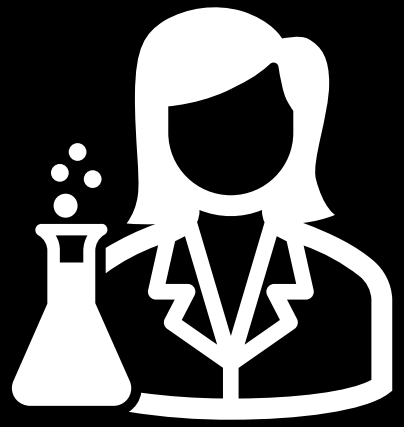
Instructor/advisor approval required.

Which one is ok for Course Related CPT?

- **HRSM 795 has an internship tied to the class.**
- ~~**Internship with ESPN but I have sports management class**~~

1

DISSERTATION RESEARCH CPT



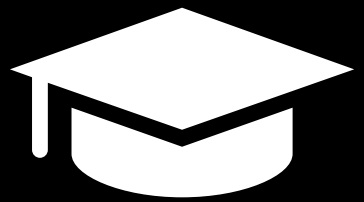
DISSERTATION RESEARCH CPT

- You need to collect data at an off-campus location in order to write your dissertation.
- You are enrolled in dissertation prep hours.
- Not permitted in final semester of study.

Advisor and program will need to approve.

2

DEGREE REQUIRED CPT



DEGREE REQUIRED CPT

- Some degree programs require work throughout the life of the program.
- Currently eligible programs:
  - Graduate Music
  - Clinical Community Psychology
  - Cardiovascular Technology
  - Masters in Applied Behavioral Analysis

3

These are the only approved programs on our I-17. Contact ISSS to discuss if needed.

CAROLINA INTERNSHIP PROGRAM CPT

CAROLINA INTERNSHIP PROGRAM CPT

- ISSS and the Career Center cooperative agreement.
- CIP is a facilitated internship program.
- CIP mostly run through the career center. See their website and **set up an appointment with their office.**
- Career center will vet internship opportunities and add a “class” to your schedule.
- Jobs must be related to your degree and approved by academic advisors.
- Good option for summer internships but has strict deadlines for application.
- Still must be fully enrolled!

4

- **You are only eligibly for CIP CPT if…**
  - You have set up your internship opportunity with one of the Experiential Educators in the Career Center
  - You must be registered for the Carolina Internship Program (CIP) or micro-internship by the Add/Drop date of classes each semester.
  - Your employment opportunity is an internship opportunity; jobs which are not internships nor permanent positions qualify. (CIP internships cannot be used as a bridge between student status and post-completion OPT or as a substitute for pre-completion OPT.)
  - You will work for at least 240 hours for part-time CIP CPT or 480 hours for full-time CIP CPT
  - Student must be able to demonstrate that the internship experience will in no way delay their graduation.

IMPORTANT CIP RESTRICTIONS (new)

- Full-time CPT via CIP for international students is only available during summer months; during the Fall and Spring semesters, internships via CIP are limited to 20 hours per week.
- Doctoral students in Z-status are not eligible for CIP internships during the Fall and Spring semesters (can use in the summer).
- Doctoral students in their final semester are ineligible for CIP internships.
- CIP internships during Fall and Spring semesters must be within 100 miles of Columbia to ensure students may continue to attend face-to-face classes. Remote work must be approved by Career Center.

TAKE A BREAK!

Please take this break time to locate the CPT section of the ISSS website (scan QR code).

- Copy and paste a screen shot of the application steps.
- Check out the new FAQ section!
- Summarize CPT in your own words.

CAREER CENTER

ELIGIBIILTY REQUIREMENTS

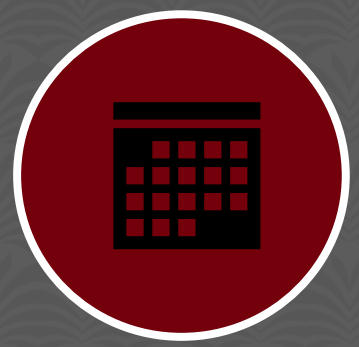
- Must be enrolled for one academic year prior to start
- Must continue to be enrolled full-time (spring/fall semesters)
  - Undergrad = 12 hours, Graduate = 9, GA = 6
- Must continue to make normal progress towards degree completion
- Must obtain job before approval, job can be remote, otherwise should be within 100 miles.
- Dissertation CPT is not available during final semester of study
- All types of CPT must be approved by ISSS and academic advisors
- CIP CPT must be approved before the add/drop date of each semester
- 1 year of full-time CPT eliminates OPT

When should I apply?

- You need to apply for authorization at least 2 weeks before the job starts.
- ISSS needs up to 5 days to process the form.
- CIP CPT is due before the add/drop date.
- After attending a CPT workshop or meeting with an advisor.
- MUST REAPPLY EVERY SEMESTER!

How many hours can I participate?

- Part-time = 20 hours or less a week
- Full-time = 21 or more hours a week
- Both are okay, but full-time is only approved in special circumstances.
- USC policy generally states that students should not work full-time during the school year.
- Experience is important, but you are a student first.



Any other rules to consider?

- 365 days (1 year) of full-time CPT will eliminate you from OPT eligibility
- We generally only approve part-time CPT during the semester (20 hours) unless there is a special circumstance.
- Okay to work 20 hours CPT and 20 hours on-campus (updated policy). Talk to department first!

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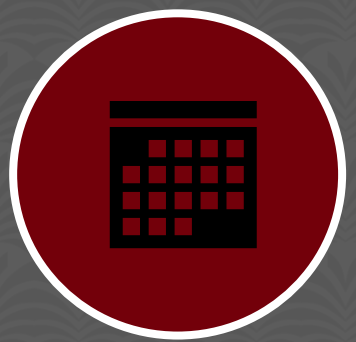

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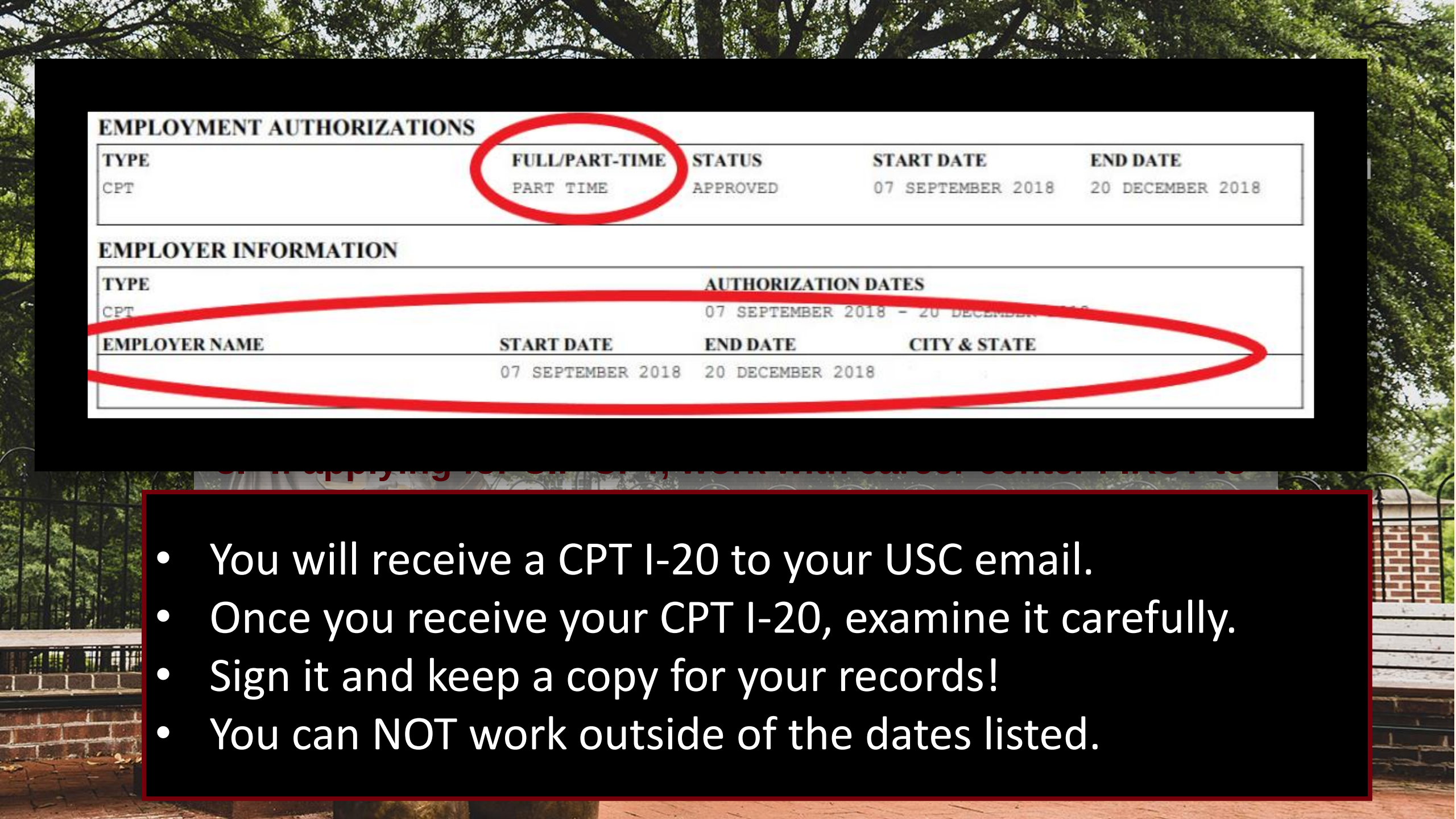
APPLICATION STEPS:

1. Watch or attend a workshop and meet with an advisor if needed.
2. Find and accept a job that is integral to your studies (not just related). Work with Career Center to find a job.
3. If applying for CIP CPT, work with career center FIRST to apply for CIP program via Handshake.
4. Complete the appropriate CPT form in the ISSS Forms Library. Will need advisor and employer signatures.
5. Submit form to iss@sc.edu and await approval from ISSS.
6. Receive, print, and sign your new CPT I-20



EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES
CPT	07 SEPTEMBER 2018 - 20 DECEMBER [illegible]

EMPLOYER NAME	START DATE	END DATE	CITY & STATE
	07 SEPTEMBER 2018	20 DECEMBER 2018	

- You will receive a CPT I-20 to your USC email.
- Once you receive your CPT I-20, examine it carefully.
- Sign it and keep a copy for your records!
- You can NOT work outside of the dates listed.

Application Form:

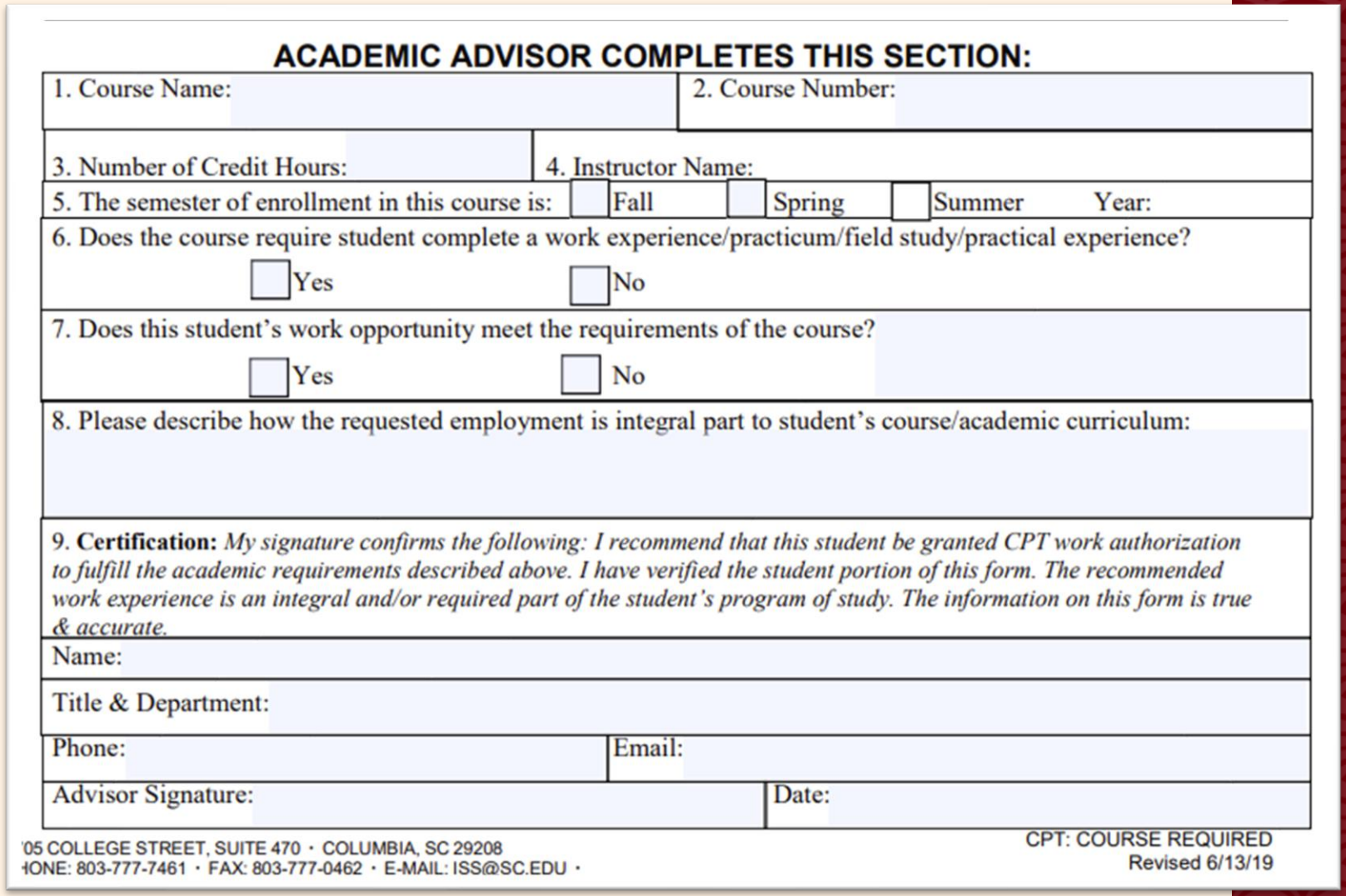
CURRICULAR PRACTICAL TRAINING APPLICATION
COURSE REQUIRED CPT

STUDENT COMPLETES THIS SECTION:

1. Name:	2. Email:
3. Phone number:	4.Degree Level: ☐ Bachelor's ☐ Master's ☐ PhD
5. Major:	6. How many hours/week will you work?
7. Company Name:	
8. Company Address:	
9. Start Date*: Must be a future date, at least five business days from submission	10. End Date:
11. **Certification:** *My signature confirms the following: I understand that I may not begin my Curricular Practical Training until an International Student Advisor authorizes it on my I-20. I may engage only in work for the specific employer, location, and period approved and recorded by International Student Services. The information on this form is true and accurate.*	
Student Signature:	Date:

Application Form:

This page will look slightly different depending on which type you use.



ACADEMIC ADVISOR COMPLETES THIS SECTION:

1. Course Name:	2. Course Number:
3. Number of Credit Hours:	4. Instructor Name:
5. The semester of enrollment in this course is: ☐ Fall ☐ Spring ☐ Summer Year:	
6. Does the course require student complete a work experience/practicum/field study/practical experience? ☐ Yes ☐ No	
7. Does this student's work opportunity meet the requirements of the course? ☐ Yes ☐ No	
8. Please describe how the requested employment is integral part to student's course/academic curriculum:	
9. **Certification:** *My signature confirms the following: I recommend that this student be granted CPT work authorization to fulfill the academic requirements described above. I have verified the student portion of this form. The recommended work experience is an integral and/or required part of the student's program of study. The information on this form is true & accurate.*	
Name:	
Title & Department:	
Phone:	Email:
Advisor Signature:	Date:

'05 COLLEGE STREET, SUITE 470 · COLUMBIA, SC 29208
HONE: 803-777-7461 · FAX: 803-777-0462 · E-MAIL: ISS@SC.EDU ·

CPT: COURSE REQUIRED
Revised 6/13/19

EMAIL FORM TO ISS@SC.EDU

EMPLOYER COMPLETES THIS SECTION:

1. Student's First Name:	2. Student Last Name:	
3. Employer/Company Name:		
4. Physical Address Where Student Will Work:		
5. Student's Job Title:		
6. Student's Job Duties:		
7. Employment Start Date:	8. End Date:	9. Number of hours per week:
10. Name of Employer Contact Person *(supervisor or HR contact)*:		
11. Title of Employer Contact Person:		
12. E-mail address of Employer Contact:		
13. Telephone Number of Employer Contact:		

Employer Certification:

My organization is aware that this training experience will be performed in satisfaction of an integral academic component at the University of South Carolina. **IF APPLICABLE:** My organization has discussed with the student the possibility of the student conducting research and collecting data while employed with our company and the possible use of this data in the student's thesis or dissertation subject to the approval my organization.

My signature below confirms that the information on this form is true & accurate. I understand that this information will be reported to the Department of Homeland Security.

Signature:	Date:

CIP CPT Specifics:

- Apply for CIP with Career Center first! Talk to them.
- Use Handshake to upload job experience
- Wait for Career Center approval and experiential education agreement form
- Send EA form and all other CPT documents to ISSS
- Send CPT forms back to Career Center
- Begin work

Handshake

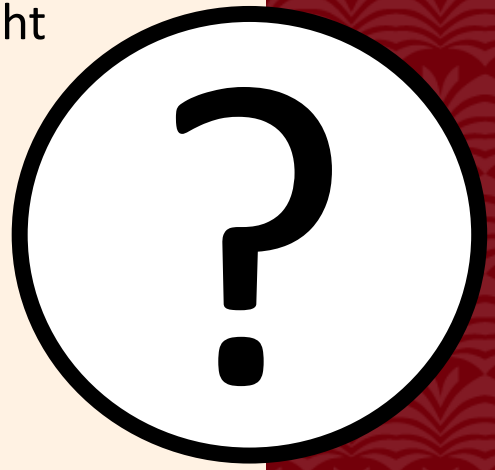
Example scenarios:

Take a minute to read through these two scenarios. What do you think? Which student can use CPT? Which student cannot?

Student A, and undergrad, wants to apply for CIP CPT because he got an internship offer from Google. It relates to his degree, and he will work 20 hours a week.	**Student B, who is working on her master's degree, was offered a job with a software company in Columbia.**
Does the student need CPT for work authorization?	Does the student need CPT for work authorization?
What does he need to consider before he can apply for CPT?	What does she need to consider before she can apply for CPT?
Will he quality?	Can she use the CPT in her first semester?
Why might he be denied?	Why might she be denied?
If the internship is one year long, what does he need to make sure to do after the semester ends?	Are there other options this student could utilize?

Frequently asked questions:

- Can I apply for CPT in the middle of the semester?
  - Yes, as long as you are already registered in the course needed (ex: internship class or dissertation prep hours). However, NO for CIP. That is due by add/drop date.
- I have a full-time job offer; can I use CPT for this?
  - No. CPT should be for internships and experiential learning opportunities. The Career Center will also deny this. Meet with an advisor.
- Can my internship be online (remote) work? Do I need to authorize remote work?
  - Yes, you can work remotely if it's a clear internship. The Career Center might have different expectations for CIP. Even if you live on-campus, remote work is considered off-campus and needs authorization.
- Can I have two CPT jobs?
  - Yes, but you need to submit separate applications for both, and remain within full or part time requirements.



Frequently asked questions:

- Do I need CPT for an unpaid internship?
  - Yes, even if it is considered a volunteer position. You need CPT authorization.
- What happens if I work without authorization?
  - The ISSS office must terminate your SEVIS record. Working without authorization could have major impacts on future visa applications. All jobs, paid or unpaid, must have you “on record” in some way. If they don’t, that’s not a good look.
- Can I use a job offer CIP?
  - No. Please keep in mind that CIP is operated and authorized by the Career Center. We do not have any say in what they approve or do not approve. Long-term jobs, like a TA position, are not allowed for CIP. CIP is for short term, experiential internships.
- Can I work full-time CPT in the summer?
  - Yes. Be sure to get proper authorization! Complete the appropriate CPT form found in the ISSS Forms Library.

Frequently asked questions:

- Is there a limit on CPT?
  - Generally, you should only work 20 hours in the school year and 40 in the summer. However, there is not technical limit (so if you work 41 one week, it's okay). 12 months of full-time eliminates OPT!
- Can I work on-campus and do CPT at the same time?
  - Yes. You can work 20 hours on and 20 hours off.
- Can I drop the course on which my CPT is based?
  - No. You need to stay enrolled in the class. You will have to quit the job if you do so.
- Can I delay graduation to participate in CPT?
  - No. You should make normal progress towards your degree.
- Can you help me find an internship?
  - No. Contact the Career Center: **career@sc.edu**
- What if the job doesn't relate to my degree?
  - You cannot work it. Find something else. Only on-campus jobs are allowed to be unrelated to your studies.

Questions?

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