F-1 Employment Before Graduation

For F-1 International Students
Overview

- Career Services Center
- Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- Application Processes and Timelines
- Questions & Answers
THE CAREER SERVICES CENTER

Your one-stop shop for career planning, graduate or professional school advising, internships, job opportunities, and more!
WHAT WE OFFER

- **Career & Internship Advising** helps students develop the self awareness and skills to identify and pursue their professional goals.

- **Professional and Graduate School Advising** helps students with the complex application process for graduate programs in medicine, health, law and other academic disciplines.

- **Employment Services** connects students with bona fide career opportunities, as well as part-time campus jobs, Work Study positions, and Peace Corps service.
CAREER PREPARATION

- Express “15 Minute” Walk-In Advising
- Scheduled Appointments
- Resume & Cover Letter Critique
- Interview Practice
- Workshops & Events
Work Experience During Academic Program

Important to gain work experience before graduation

• As F-1 student,
  • Volunteer
  • On campus
  • Off campus
  • Curricular Practical Training
    • Academic Internship Program
    • Independent Study/Research course
    • Summer Cooperative Education
• Optional Practical Training
• Severe Financial Hardship
Volunteer Work

Gain work experience in position WITHOUT pay or other benefit

• Do not need authorization
• Position must be “true” volunteer position, i.e., no one who does the volunteering gets paid
On Campus Employment

- Paid or unpaid
- Any position
- 20 hours during academic year
- 40 hours during breaks and summer
- No separate authorization
- Can be outside vendor providing student services
  - e.g., Rubios, Subway
- Hillcrest
- Affiliated organizations with agreements (graduate students only)
Off Campus Employment

- Must obtain authorization, usually through CPT, sometimes through OPT
- May work full time during summer and part time during academic year
- CPT and OPT: work must be in field of study
- Severe economic hardship: must prove change in financial circumstances
What is Curricular Practical Training?

- CPT is a type of work authorization in your field of study during an academic program
- Required if you want to be paid
- Must be an integral part of your academic program: academic credit is required
Eligibility for CPT

✓ F-1 status

✓ Full-time enrollment for at least one academic year

✓ Enrollment in course to get credit for the work

✓ Job offer
Enroll in course that gives credit for employment

- research or independent study courses such as
  - Undergrads: 197, 198, 199 or Academic Internship Program (AIP) [http://aip.ucsd.edu/](http://aip.ucsd.edu/)
  - Grads: 297, 298, 299
- Summer Cooperative Education Program (graduate students ONLY)
  - No summer enrollment: but fall
  - Requires form with signatures from employer & advisor
  - Requires report at end of summer employment
Points to Remember for CPT

FULL-TIME CPT is possible during
- summer
- academic year for Ph.D. students who have advanced to candidacy

PART-TIME CPT is possible during academic year

12 months or more of FULL-TIME CPT will disqualify you to do any OPT after graduation

CPT authorization is issued by our office, not by USCIS, therefore no fee is required and processing time is 10 working days
Pre-completion Optional Practical Training

• F-1 students eligible for 12 months
  • Can use *before* or *after* graduation
  • Must apply to USCIS with $380 application fee
  • Takes 90 days for approval

• Undergraduates may want to consider pre-completion OPT during summer if there is sufficient time to receive authorization (90 day processing by USCIS)
Summer Employment/Internship

**Undergraduate Students**
- Must enroll in course for credit for CPT
- If not enrolled, must apply for pre-completion OPT

**Graduate Students**
- If graduating during summer, must enroll in course for credit
- If continuing during fall quarter, can do Summer Cooperative Education Program
  - no enrollment
  - form signed by faculty advisor and employer
  - report due at end of employment
The CPT Application Process

1. Obtain job offer
2. Enroll in course or obtain signatures on Summer Cooperative Education Program Form
3. Complete required forms, allowing 10 days for ISPO processing
4. Obtain new I-20 from International Students & Programs Office with employer name and address on page 3
5. Begin work
6. Submit report at end of summer (if graduate students participating in Summer Cooperative Education Program)
Required Documents

- CPT Request Form
- Job Offer Letter
  - On letterhead
  - Must include employment dates
- Academic History from Tritonlink
- Copy of passport bio page, visa, I-94
To request your CPT I-20, you must submit a completed CPT Request Form to the International Students & Programs Office. A fillable, downloadable form is available at http://icenter.ucsd.edu/_files/ispo/f-1/cpt_request.pdf

Choosing Authorization Dates
On the Request Form, you must indicate what dates you want your work authorization to begin and end.

The authorization dates you choose will be noted on your new CPT I-20 and cannot be changed.

- **The start date** is the day on which your employment will begin. Please note that because CPT is dependent on your enrollment, your start date can be no sooner than the first day of the quarter for which you are enrolled in a CPT course.

- **The end date** is the last day of your employment. Please note that because CPT is dependent on your enrollment, your end date can be no later than the last day of the quarter for which you are enrolled in a CPT course.

Signatures
Signatures from your Faculty and Academic Advisor are required on this form. This signature verifies your enrollment in a valid CPT course or eligibility for the Summer Cooperative Education Program.

---Graduate students must also obtain a signature from their Department Payroll Advisor. The signature verifies that participation in CPT does not conflict with any departmental support the student may receive.
The Summer Cooperative Agreement is for GRADUATE students continuing their study into the Fall quarter ONLY.

A fillable, downloadable form is available at http://icenter.ucsd.edu/_files/ispo/f-1/CoopAgreement_Form.pdf

Employment/Academic Information
You must complete the Employment/Academic Information with your company name, employment supervisor, and faculty advisor information.

Training Objectives
This field must be filled out completely. List the academic objectives and skills/experience associated with the training. Forms with this field left blank will not be processed.

Signatures
The student, faculty advisor, and employment supervisor must all sign the agreement form. The signatures verify that all three parties agree to the training objectives. Agreement forms missing any signatures will not be processed.
Sample I-20 showing CPT authorization

Student Employment Authorization:

Employment Status: PART TIME
Duration of Employment - From (Date): 03/24/2011
To (Date): 06/10/2011

Type: CPT

Employer Name:
Employer Location:

Comments: Course credit requirement; integral part of curriculum.

Event History
Event Name: Registration
Event Date: 09/23/2005

Current Authorizations:
CPT Employment
Start Date: 03/24/2011
End Date: 06/10/2011
Post-Cooperative Agreement Report

http://icenter.ucsd.edu/_files/ispo/f-1/CoopAgreement_Form.pdf

- Must be completed and submitted no later than the first day of Fall quarter
- Failure to submit may result in delay of processing of future requests
WEBSITE RESOURCES:

http://icenter.ucsd.edu/ispo/current/F-1/working-in-usa/CPT.html
QUESTIONS & ANSWERS FOR F-1 EMPLOYMENT BEFORE GRADUATION
Email: istudents@ucsd.edu     Phone: 858-534-3730
Website: http://istudents.ucsd.edu