



CPT

3 OCT 2016

BACKGROUND: HOOD POLICY

CPT- Curricular Practical Training

- You must maintain an F-1 status for one full academic year prior to CPT;
- CPT must relate to your major and the experience must be part of your program of study;
- The training must be requirement of the program of study and/or receive credit;
- CPT requires a written job offer indicating job title, dates of employment, number of hours and location of employment;
- You must receive the CPT authorization form from the PDSO and have it completed by your academic advisor/major professor;
- CPT can be authorized to Graduate students during their first year- if the program requires the experience as recommended by the academic advisor;

DEFINITIONS

- Curricular Practical Training (during the degree program)
 - Currently hold valid F-1 status
 - Be enrolled at a college or university in F-1 status on a full-time basis for one complete academic year (**exception in 2 slides**)
 - Be enrolled in a degree program that **REQUIRES** the completion of an internship or off-site work experience (**which can be one option for the final capstone/degree requirement**)
 - F-1s that have 12 months or more of full-time CPT are ineligible for OPT, but part-time CPT is fine and will not interfere with OPT ([ICE website](#))
- Optional Practical Training (during breaks, but usually after the degree program)
 - We need to feature these on our blog and other places

CPT

Job required when applying?

Yes

ISSS appointment needed to submit application?

No

Application Processing Time?

2-3 Business Days

Application Fee?

None

Who authorizes employment?

ISSS

Form of Authorization?

New I-20

Hours Per Week?

Part Time (<20 hours) while classes in session

Maximum Duration?

None but would lose OPT if work FT for 12 months

Extension Possible?

Yes

OPT

No

No

3 Months Average

\$380

USCIS – Immigration

EAD Card

Post-Completion OPT full-time (>20 hours)

12 Months Full Time per degree level

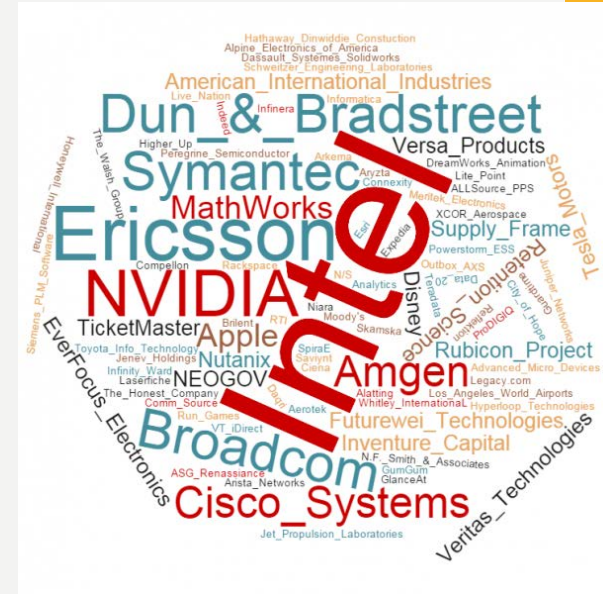
Maybe (STEM Fields)

CPT = LATE DEGREE STAGE

- The category of CPT used at Hood (and majority of programs nationwide)
- Must be PT (20 hrs/week) and not extend beyond 12 months, or OPT will NOT be an option after graduation*
- Can be paid or unpaid
- Program director and/or student advisor
 - Approves the CPT request before passing it to the PDSO (Chadda) for final review
 - A thorough review of the CPT employer must be conducted to ensure
 1. legitimacy of the business/agency
 2. tasks that the student will be performing directly relate to the learning outcomes of the degree in which they're enrolled

*ICE – Immigration & Customs Enforcement

CPT DEVELOPMENT



- Develop a *standardized* procedure across eligible programs (internship course?)—BMS, BIFX, IT, CS, MIT, MBA
- The course must be one of the final degree requirements (*can be an option among final degree requirements*)



THOUGHTS?

QUESTIONS?

Working in the United States

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Employment

F-1 students are allowed to work in the U.S. in accordance with the guidelines and restrictions issued by United States Citizenship and Immigration Services (USCIS).



Types of Employment

- On-Campus Employment
- Curricular Practical Training
- Optional Practical Training
- OPT STEM Extension
- Employment based on Economic Hardship



On-Campus Employment

- You must maintain F-1 status
- You can work up to 20 hours per week while school is in session
- You can work full-time on-campus during holidays and vacation periods if you intend to register for the next academic year



On-Campus Employment at Hood College



- Dining Hall with Aramark Dining Services
- Book Store
- Phonathon
- Departments & Offices if they have any finances available
- Resident Assistant
- Orientation Assistant
- Summer Research Institute (SRI)

Curricular Practical Training (CPT)



- You must maintain an F-1 status for one full academic year
- The training must be directly related to the student's major field of study
- CPT requires a written job offer indicating job title, dates of employment, number of hours, and location of employment

Curricular Practical Training (CPT) - cont'd



- Training must be a requirement of the program of study and/or receive credit
- Have the CPT endorsement form completed by your academic advisor/major professor
- You can work up to 20 hours a week while school in session and full-time during holidays

Optional Practical Training (OPT)

- OPT must relate to your major field of study
- Students are allowed to work full-time for one year after completion of studies
- No job offer is required
- 1-765 fee of \$380
- I-20, I-94, 2 photos



OPT STEM Extension

You may qualify for an additional 24 months of OPT under the following circumstances:

- The degree of your current period of post-completion OPT is a Bachelor's or Master's degree in Science, Technology, Engineering or Mathematics (STEM) program.
- The employer from which you are seeking employment uses the E-Verify program.
- You have not previously received a STEM extension





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EXPAND YOUR HORIZONS... YOUR CAREER... YOUR FUTURE

Hood College Career Center • 401 Rosemont Ave Frederick, MD 21701

Phone: 301-696-3583 • Fax: 301-696-3561 • Email: careers@hood.edu

Visit: www.hood.edu/careercenter

KEY PRODUCT FEATURES

- Going Global database contains **country-specific** career and employment resources for more than 90 locations.
- Researched by **in-country** career experts and updated annually
- **Topic areas include:**
 - *Job search resources*
 - *Work permit/visa regulations*
 - *County-specific resume/CV guidelines and examples*
 - *Interview and cultural advice*
 - *Employment outlook/industry trends*
 - *Professional and social networking groups*
- **H1B Plus** database (developed by Going Global) provides a customized sort of all Department of Labor H1B visa applications by job title, occupation, company, location and wage
- Features **41 Country Career Guides** -- 85-100 pages in length
- Contains **47 USA** City Career Guides and **6 Canada** City Career Guides -- 65-85 pages in length
- Includes more than **16 million worldwide job/internship listings** (updated daily)
- Includes more than **450,000 corporate profiles** (updated quarterly)

ACCESSING GOINGLOBAL ON CAMPUS

<https://online.goinglobal.com/default.aspx>

Students may create a personal account from a computer on campus and afterward use that account to log in to GoInGlobal from any computer off campus through the same link listed above.