International Student Work Information Session for F-1 International Students
PRESENTATION OUTLINE

- On-Campus Work Authorization
- CPT- Curricular Practical Training
- OPT- Optional Practical Training

- Remember each case can be different. If you have specific questions about your case email isss@smu.edu or visit us during walk-in hours.
WORKING WITHOUT AUTHORIZATION

- All International Students must receive work authorization before working.
- Working without authorization will result in the termination of your SEVIS record.
- Have questions about your case? Email us at isss@smu.edu or visit us during walk-in hours.
WHERE DO I FIND FORMS AND RESOURCES?

➢ See the “Student Forms” section of our website: www.smu.edu/international
ON CAMPUS EMPLOYMENT

- You can work **ON THE SMU CAMPUS ONLY**.
- You are only allowed to work up to 20 hours per week while school is in session.
- You are allowed to work more than 20 hours per week while school is not in session - Winter & Summer break.
- Before accepting any kind of employment, you must receive **WRITTEN AUTHORIZATION** from an International Services Specialist at the International Center.
- You are not eligible to work on-campus after the completion of your degree, unless you have work authorization in the form of an Employment Authorization Document (EAD Card). Any employment taken must be related to your field of study.

- **On campus-work authorization is an electronic process. Forms can be found on the Student Forms page of smu.edu/isss. Your supervisor will have access to instructions for On Campus Work Authorization Process by visiting our website.**
Complete the top.

Have your supervisor complete this part

Supervisor will submit to ISSS for approval

HR will complete the last portion
You must get additional authorization if:

- You change employment
- You add another job
- For the summer or a new academic year
CPT = Curricular Practical Training

- Must be an integral part of an established curriculum
- Must be related to your field of study due to program or degree plan requirements
- Must be authorized by a DSO
- Authorizations are granted by the semester.
- Must be in your program of study for 1 academic year
  - *Graduate students who are required to work, per degree requirements are exempted from this rule.

Application Requirements

- Enrollment in an internship course
- Completed Application with applicants and academic advisor’s signature
- Job Offer Letter: Dates of Employment, hours, job description, salary, and address on letterhead
- CPT Legal Letter between SMU and the Company
CPT= CURRICULAR PRACTICAL TRAINING

• **Process**
  • Review CPT Application online at [www.smu.edu/international](http://www.smu.edu/international) to determine eligibility
  • If you have questions or are unsure of eligibility, discuss your case with an International Services Specialist
  • If you have been enrolled for one academic year, discuss your internship course options with your academic advisor, obtain a job offer letter, and contact your department to obtain a legal agreement
  • Submit a completed application with job offer letter to ISSS
  • 5-7 Business days, receive new I-20
  • Remember you cannot work until you have authorization from ISSS and a new I-20 with CPT endorsement.
CPT = CURRICULAR PRACTICAL TRAINING

F-1 CURRICULAR PRACTICAL TRAINING STEP BY STEP PROCESS

Curricular Practical Training (CPT) is a temporary employment authorization directly related to an F-1 student’s academic program where off-campus employment counts towards course credit and will appear on the student’s transcript, indicating that the employment served to enhance academic experience as a part of the established curriculum. Whether the course is for 1 or more credits, it must appear in the SMU catalogue. The Designated School Official (DSO) at SMU may grant CPT off-campus work authorization as long as the student has met all requirements.

Please follow the steps below when applying for Curricular Practical Training.

☐ Make sure you are eligible for CPT (check SMU CPT Policy on ISSS website).

☐ Visit the Hegi Family Career Center and meet with a career coach about off-campus job opportunities.

☐ Meet with your academic department’s CPT Coordinator.
  a. Bring CPT application form and a job offer letter for your CPT coordinator to help complete your form.
  b. Enroll for CPT course.

☐ Bring the following documents to the ISSS Office and meet with an International Services Specialist:
  a. CPT Application Form Signed
  b. Job Offer Letter
  c. Copy of Legal Agreement (CPT coordinator will facilitate obtaining the legal agreement)

☐ ISSS Advisor will email you when your new CPT I-20 is ready. This process may take up to 7 business days. NOTE: You are not allowed to begin employment until you have received your new CPT I-20.

☐ Pick up your I-20 and sign page 1. You will keep your original document and the ISSS office will keep a copy for our records.
CPT = CURRICULAR PRACTICAL TRAINING

CPT Application Form

SMU International Student & Scholar Services
Tel: 214-768-2475 Fax: 214-768-1051 Email: iss@smu.edu

F-1 Curricular Practical Training Application Form

- Curricular Practical Training (CPT) is a temporary employment authorization directly related to an F-1 student’s academic program where off-campus employment counts towards course credit and will appear on the student’s transcript, indicating that the employment served to enhance academic experience as a part of the established curriculum. Whether the course is for 1 or more credits, it must appear in the SMU catalogue. CPT will only be authorized according to the semester dates in which the student is enrolled in their CPT class.

- To be eligible for CPT:
  - The student must be in valid F-1 status at the time of employment and have been in continuous full-time status for one academic year preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply at any time.
  - The work must be needed to fulfill coursework requirements.
  - The course must be an integral part of the established curriculum. It must be required of all students for the degree program OR the student must earn course credit toward the degree program. For graduate students working on their dissertation, the work done must be required to complete their dissertation, excluding doctoral students in Engineering.

BIOGRAPHICAL DATA (To be completed by the student)

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First/Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEVIS ID Number</td>
<td>SMU ID Number</td>
</tr>
<tr>
<td>Academic Program and Start Date</td>
<td>Program Completion Date</td>
</tr>
<tr>
<td>Has any of your personal information changed (U.S. address, phone number, etc.)?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Employer</td>
<td>Supervisor, email, and phone number</td>
</tr>
<tr>
<td>Employer Address</td>
<td>Job Title</td>
</tr>
<tr>
<td>City, State, and Zip Code</td>
<td>Start Date, End Date, and Hours per week</td>
</tr>
<tr>
<td>Are you currently engaged in on-campus employment?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>If so, how many hours per week do you work?</td>
<td></td>
</tr>
</tbody>
</table>

Description on work to be performed (employment letter may be substituted)

By signing below, I affirm that I understand that the student meets the requirements for CPT and this form may be used as evidence in Department of Homeland Security Investigations. If I have any questions, I will contact an ISSS International Services Specialist immediately.

Name: ____________________________
Title: ____________________________
Signature: _________________________
Date: _____________________________
CPT = CURRICULAR PRACTICAL TRAINING

CPT Graduate Engineer Co-op Application

F-1 CURRICULAR PRACTICAL TRAINING APPLICATION FORM

Graduate Engineering Co-Op Program
Curricular Practical Training (CPT) is a temporary employment authorization directly related to an F-1 student’s academic program where off-campus employment counts toward course credit and will appear on the student’s transcript, indicating that the employment served to enhance academic experience as a part of the established curriculum. Whether the course is for 1 or more credits, it must appear in the SMU catalogue. CPT will only be authorized according to the semester dates in which the student is enrolled in their CPT class.

To be eligible for CPT through the Co-op program:
- The student must be in valid F-1 status at SMU during the time of employment and have been in continuous full-time status for one academic year preceding the CPT application. Graduate students whose degree requires immediate participation in CPT may apply at any time.
- The work must be needed to fulfill course/degree requirements.
- The course must be an integral part of the established curriculum. It must be required of all students for the degree program OR the student must earn course credit toward the degree program.

BIOGRAPHICAL DATA (To be completed by the student)

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<th>Family Name</th>
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<tbody>
<tr>
<td>SEVIS ID Number</td>
<td>SMU ID Number</td>
</tr>
<tr>
<td>Academic Program and Start Date</td>
<td>Program Completion Date</td>
</tr>
</tbody>
</table>

Has any of your personal information changed (U.S. address, phone number, etc.)? ○ Yes ○ No
If so, please update your information in Access immediately.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Supervisor, email, and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Address</td>
<td>Job Title</td>
</tr>
<tr>
<td>City, State, and Zip Code</td>
<td>Start Date, End Date, and Hours per week</td>
</tr>
</tbody>
</table>

Are you currently engaged in on-campus employment? ○ Yes ○ No ○ RA ○ TA
If so, how many hours per week do you work?

Please ensure that you have completed BOTH pages of this form in its entirety and submit it to the International Student and Scholars Office at least 7 days prior to the start date of employment with a copy of:
- Finalized legal agreement between SMU and your potential employer
- Job offer letter indicating the work to be performed with the location, dates of employment, and salary listed

ACADEMIC INFORMATION (To be completed by the Departmental CPT Coordinator/Faculty Advisor)
By answering “yes” to at least one of the questions below, I certify that this CPT “is an integral part of an established curriculum.”

Is the proposed employment required of all students as an internship? ○ Yes ○ No
Is the proposed employment part of a course for which the student receives credit, and is monitored by a faculty member? This course either must be an integral part of an established curriculum or degree or an elective course that bares credit and is listed in the school catalogue. NOTE: NO INDEPENDENT OR DIRECT STUDIES COURSES ARE ACCEPTED FOR CPT.
○ Yes ○ No
Is the proposed employment necessary to complete the student’s thesis/dissertation? ○ Yes ○ No
For Associate Dean or Co-Op Director:
Will this Co-op experience delay the student’s program completion date? If so, what will the new program completion date be?

<table>
<thead>
<tr>
<th>Course Title and Number for CPT Credit</th>
<th>Hours of academic credit for CPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours of academic credit for semester of CPT</td>
<td></td>
</tr>
</tbody>
</table>

Description of work to be performed: (employment letter may be substituted)

Approvals of Academic Advisor, Department Chair and Co-Op Director:
By signing below, I affirm that I understand the student meets the requirements for Co-op and this form may be used as evidence in Department of Homeland Security Investigations. If I have any questions, I will contact an ISSS International Services Specialist immediately.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
**WHAT DOES CPT AUTHORIZATION LOOK LIKE?**

<table>
<thead>
<tr>
<th>SEVIS ID: N000 0000000 (F-1)</th>
<th>NAME: John Doe Smith</th>
</tr>
</thead>
</table>

**EMPLOYMENT AUTHORIZATION**

<table>
<thead>
<tr>
<th>AUTHORIZATION TYPE</th>
<th>FULL/PART-TIME</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td>PART TIME</td>
<td>APPROVED</td>
<td>22 AUGUST 2016</td>
<td>14 DECEMBER 2016</td>
</tr>
</tbody>
</table>

**EMPLOYER INFORMATION**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AUTHORIZATION DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER NAME</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CITY &amp; STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awesome Internship, Inc.</td>
<td>22 AUGUST 2016</td>
<td>14 DECEMBER 2016</td>
<td>DALLAS, TX</td>
</tr>
</tbody>
</table>
OPT: OPTIONAL PRACTICAL TRAINING

- Temporary employment directly related to the student’s major area of study
- 12 months of full-time employment per degree level. No practical training is available for students in the IEP Program
- Must meet the 1 academic year requirement
- Must be authorized by a DSO and USCIS
- It can take USCIS 3 months or longer to process applications
- You do not have to have employment secured to apply, but you must find and report employment within 90 days of the start date on your EAD card.
OPT: OPTIONAL PRACTICAL TRAINING

Pre-Completion OPT:
Before Completion of Degree
Employment must pertain to major area of study
Can apply for up to 20 hours per week (part-time) when school is in session
Eligible to apply for to 40 hours per week (full-time) during annual vacations
Time accrued is deducted from 12 months of eligibility time

Post-Completion OPT:
After completion of degree
Must have been enrolled full-time for one academic year
12 months of eligibility time (minus any time accrued on Pre-OPT
Employment must pertain to major area of study

STEM Extension:
24 month extension of Post-Completion OPT Period
Science, Technology, Engineering, or Mathematics Fields
Company must be E-Verified & Complete Training Plan
Must apply prior to end of Post-Completion OPT Period

To find out more, visit www.smu.edu/international & click on the Optional Practical Training Link.
OPT: OPTIONAL PRACTICAL TRAINING

Process:
✓ Review Pre/Post OPT Tutorial on website.
✓ Gather Required Documents
✓ Submit I-20 Request with Required Documents to ISSS Office
✓ In 5-7 business days you will receive an email to pick-up OPT Packet with new I-20
✓ Mail application to USCIS within 20 days receiving the email.
✓ 2-3 Weeks, Receive OPT Receipt in ISSS Office
✓ Appx. 90 days, receive an email from ISSS to pick-up EAD Card
✓ Find Job within 90 days of EAD card start date, report employment to ISSS
OPT: OPTIONAL PRACTICAL TRAINING

Optional Practical Training:  http://www.smu.edu/international/isss/OptionalPracticalTraining

Pre/Post Optional Practical Training Tutorial: http://www.smu.edu/international/isss/OptionalPracticalTraining

Optional Practical Training

Please note that all Post-Completion OPT applications must be submitted to USCIS by the end of the 60-day grace period. The ISSS office requires students to submit their application to the ISSS office a minimum of 2 weeks prior to the end of the 60-day grace period.

Please contact the ISSS office if you have any doubts as to the start date of your 60-day grace period (i.e. program completion date).

Graduate Students Only: Program completion dates vary based on department (Dates provided on Pre/Post Optional Practical Training Tutorial).

To start the OPT process, please determine what tutorial you need to review:
- If you are currently a student and would like to apply for work authorization beginning during or immediately after your program, please review the Pre/Post Optional Practical Training Tutorial.
- If you are currently on Post-Completion and would like to extend your Post-Completion based on a STEM degree, please review the 24-month STEM Extension OPT Tutorial.

Related Links
- Pre/Post Optional Practical Training Tutorial
- Pre/Post OPT I20 Request Form
- Pre-Post OPT Waiver Form
- OPT Employment Verification Form
- OPT Checklist (ISSS Feedback)
OPT: OPTIONAL PRACTICAL TRAINING

Employment Verification Form

- After receive the EAD Card
- After a valid start date
- Within 10 days of starting & Every 6 months
- Students have 90 days to find/report employment, or the SEVIS record will be terminated
OPT SEMINARS

Fall 2016 Dates

September 2nd
October 7th
November 4th
December 2nd

Spring/Summer 2017 dates to be announced.
All OPT Seminars take place from 2-3pm in Blanton 112.
HAVE QUESTIONS ABOUT YOUR CASE?

Ask an advisor- WALK-IN HOURS:

- **Monday to Thursday**: 9 am to 11 am & 2 pm to 4 pm
- No appointment needed for Walk-in hours

Have a question?

- Email us at [isss@smu.edu](mailto:isss@smu.edu)
THANK YOU FOR YOUR ATTENTION

Reach for the stars