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- Once you complete the required INSPIRE module "**International Student Guide to Gaining Experience in the US,**" *your information will be submitted* to the University's ISS Designated School Official (DSO), who will determine student off – campus employment eligibility based on the

- Given the post-pandemic recent trend for the availability of remote and/or hybrid work, hybrid or “work from home” internship is permitted; however, here is the **context*** of the CPT purpose:

*CPT requires **supervised training**, by definition. Hence, the Career Counselor will ask the employer to confirm the method and the frequency of training and supervision in writing.

- Upon completion of this form, the Career Counselor will create a **Curricular Practical Training (CPT) Confirmation Form** in ISS Connect.
- Based on the **CPT Confirmation Form** ISS will record CPT authorization in SEVIS and process a CPT I-20 for the student.
- The I-20 will be forwarded to the student electronically.
- Students **cannot** begin work until they have their new Form I-20 and have shown it to their supervisor.
- Students should allow up to 7 business days to process and issue the new Form I-20 once their CPT request has been submitted to ISS.
- Students will only be authorized for **one semester** (or school break) at a time. If a student plans on continuing their internship into the next semester or plans on securing a new internship, they must request from Coop a new **Curricular Practical Training Confirmation Form** and obtain a new **Form I-20**.

The new Form I-20 must be issued prior to the expiration date of the existing authorization. ISS is legally restricted by F-1 visa applicable laws to backdate a CPT start date in SEVIS. If student did not request a CPT approval prior to the start employment date or did not renew CPTT authorization in timely manner they will jeopardize their legal status.

In the event that an internship ends prior to the authorized and SEVIS-recorded date, students must report in writing (via email) to both ISS and Career Services the last CPT employment date, so that the records can be adjusted accordingly. Students may NOT commence a new internship until this occurs.

Students who fail to obtain proper authorization and who begin an internship without an updated Form I-20 (even if continuing in an internship) will be in violation of their visa status and we will inform the employer.

*In order to work in a **paid internship** and pay taxes students will need a **Social Security Number (SSN)**. [Information about applying for SSN is obtainable on our website.](#)

Finding An Internship

Students may apply for internships outside of Handshake. However, regardless of where or how a student finds an internship, it must (1) **be directly related to their major field of study** (2) **meet all CPT eligibility requirements** and (3) **must be reviewed and approved by a Career Counselor**. A Career Counselor will determine if an internship is study-related and meets the requirements.

In order for the Career Counselor to approve the placement, the employer must complete the **Curricular Practical Training (CPT) Employment Verification** form and provide the following information to be recorded in SEVIS:

- Name and address of the organization
- Position title and responsibilities
- Signature, name, phone number, and email of internship supervisor
- Number of hours the student will be interning per week as well as the length of assignment
- Start date and end date (if possible)
- Compensation (e.g., hourly wage/stipend) (if applicable)

The form **MUST** be completed by the employer and sent back to the counselor listed on the form via email.
Students

in touch with your Career Counselor, keep your work authorization up-to-date and notify us if there are any changes in your internship assignment. Should you have any questions about your CPT eligibility please contact ISS at intlnyc@pace.edu before you commence any internship.