Curricular Practical Training (CPT): International Student Internship Search

GW’s International Student Services & Center for Career Services
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Curricular Practical Training
Practical Training Eligibility (CPT & OPT)

– F-1 students who have maintained their F-1 status for at least 1 academic year
  • Students with full-time study in A,E,G,H,J,L or N status should see an ISO advisor about possible exceptions
  • US transfer students must be enrolled at GW for 1 semester before they are eligible to apply for CPT
  • Graduate students in programs that require an internship in the 1st year of study must see an advisor about exceptions

– Employment must be
  • related to the major field of study
  • commensurate with the level of study on student’s I-20

– CPT → Must have an eligible job offer to apply
Curricular Practical Training (CPT)

• Basic Facts:
  – Occurs during the course of study
  – Must be “an integral part of an established curriculum” – receive credit or transcript notation
  – Authorized by the ISO (in writing on I-20)
  – Employer-specific (must have a written job offer to apply and it does not transfer)
  – On campus + off campus employment = 20 hours total!
  – CPT can be authorized for paid and unpaid internships
Where do I find the CPT guidelines?!
Is there Checklist? Absolutely!!
CPT – Application Procedures

• Immigration docs:
  • Visa
  • Passport
  • I-94

• Cover letter from you
  • how is it related to your program of study?

• Prospective employer letter
  • (on letterhead) MUST include all required items

• Letter from Academic Advisor to the ISO
  • Verifying that the employment is related to your program of study

• Letter verifying enrollment in the appropriate curricular course
  • Co-Op course is a 0 credit course through CCS, which shows up on your academic transcript http://careerservices.gwu.edu/cooperative-education-co-op
  • Other options are sometimes available (major specific courses); must be included in advisors letter
CPT – Application Tips

• Apply early!
  – 10 business day processing @ ISO
• Follow Center for Career Services guidelines and application process for Co-Op enrollment
• You receive a “CPT I-20” once you have been approved
• You are not eligible to work before you receive your CPT I-20 !!!!!!!!!!
CPT – Part-time v. Full-time

• Hours / week
  – **part-time** (20 hours-) during academic semester for experience *not required* by the degree program
  – **full time** (20 hours+) during authorized university breaks (i.e. spring, summer & winter break)

• Impact on OPT
  – Use of part time CPT *does not* impact OPT eligibility
  – 12 months of cumulative **full-time** CPT results in the loss of eligibility for OPT
CPT- Paid vs Unpaid Internships

• CPT can be granted for paid and unpaid opportunities

• Co-Op enrollment *may* be available for *unpaid internships*
  – You must be enrolled in either Co-Op credit or academic credit to qualify for CPT authorization.

• Labor laws must be taken into account when assessing unpaid training opportunities
  – Important DoL resources:
Volunteering- General Information

• May receive “no compensation”
  – Receiving compensation such as meals, free parking, discounts, metro passes, gift cards, stipends are ALL compensation!

• Performs hours of service for a public agency for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.

• Offers services freely and without pressure of coercion and..

• Is not otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.
Curricular Practical Training (CPT): Finding Internship/Co-ops/Practicums for International Students
Program Evaluation

• Check email for a link to evaluation or go.gwu.edu/ccsprogrameval
• Should take approximately 2 minutes
  – Professional Development
  – Marketing
  – About You
• Comments & Ideas
What is an internship?

What do you know about finding an internship?

What would you like to learn today?
• Internships, Practicums and Co-op
• Career Services at GW
• Employers
  – Top 10 Skills/Resources
  – Visa Status
• Networking – 80%
• Administration
Internship/Co-ops/Practicums

• Offers the opportunity to learn career skills and apply classroom learning to professional situations
• Provides paid/unpaid, major-related work experiences
• Engages students in U.S. professional culture to better consider future workplace and employment options
• Offers opportunity to develop English language proficiency, a top skill required by U.S. employers
Career Services
for International Students

• Career Coaching (CCS)
  – One-to-one Appointments
  – Daily Drop Ins (11am-2pm)

• International Student Career Ambassadors (ISCAs)
  – Mon. -Thurs. 10am-7pm
  – Fri. 10am-3pm
  – Science-Engineering Hall, 1230/1240

• Intl Students’ Career Skills Workshop Series

• Career and Internship Fairs

• International Student-Alumni Network Nights

• GWork (careerservices.gwu.edu)
  – Online Job &Internship Listings/Resources
  – Mock Interviews
  – Interview Stream
  – Resume/Letter Critiques
  – Employer Information Sessions/ Site Visits

• International Student Assistance
  – careerservices.gwu.edu/international-student-assistance-0
Career Services for GW International Students

• **Center for Career Services**
  – Undergraduates in CCAS, ESIA, SEAS, SMPA, SMHS, SoN, MISPH
  – Graduate students CCAS, SMPA, SMHS, SoN
    • All fairs, special events, workshops, online open to graduate students

• **Graduate School Specialized Programs**
  – ESIA, GSEHD, SEAS, LAW, SMHS, MISPH have in-school centers

• **Visit your career center’s website!!**
Top 10 Skills Sought by U.S. Employers*

- Ability to verbally communicate with persons inside/outside organization
- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

*National Association of College and Employers, Annual Survey of Employers, December 2013
Research & Target Employers

• Identify employers who hire CPT
• Identify employers “who may consider” IS
  – Say “no” officially, but have hired for “right person”
• Research employers needing your skills
• Network & Network
  – GW international alumni (Linked In)
  – Student organizations
  – Intl student with jobs in U.S.
• Consider international organizations
• Avoid U.S. federal, state or local governments
Employer Resources

• MyVisaJobs [www.myvisajobs.com](http://www.myvisajobs.com)  
  – Free listing of employers accepting H1B Visa holders
• GoingGlobal, [gwu-csm.sypmlicity.com/students](http://gwu-csm.sypmlicity.com/students) (via GWork)  
  – US employers who sponsor H-1B visas/H-1B PLUS employer search [www.h1base.com/visa/work](http://www.h1base.com/visa/work) (alternative)
• Foreign Labor Certification Data Center  
• *Job Listing Services  
  – [www.idealist.org](http://www.idealist.org) (Job listings that may include OPT jobs)
• Foreign Firms Operating in the U.S.  
  • [www.nypl.org/collections/articles-databases/directory-foreign-firms-operating-united-states](http://www.nypl.org/collections/articles-databases/directory-foreign-firms-operating-united-states)
• *International Student  
Referrals to Potential Employers

- **Networking:** *#1 job search strategy in U.S. (80%)*
- October 4, 2016 Networking Workshop
- Build relationships
  - Join on campus groups and network on campus
  - Informational Interviews
- **Marketing**
  - Resumes, Cover Letters
  - Networking
  - Interview, Presentation, Attire
Responding to Employer Questions: Are you eligible to work PT?

- **Once I have completed one academic year in F1 status:**
  - I am eligible to work off campus in the U.S. through Curricular Practical Training (CPT) work authorization in an area related to my academic studies.
  - I am responsible for applying for CPT work authorization through the International Services Office at GW.

- I am allowed to work in the U.S. part-time (20 hours or less weekly) in the academic year and full-time summer and school breaks. Start/end dates follow GW’s academic semester schedule.

- As the employer, you are required to provide a job offer letter, complete an Employer Agreement and Student Evaluation at the end of the internship.
How to Enroll in Co-op for CPT

• Confirm eligibility to work off campus with ISO
• Obtain a paid/unpaid internship related to your academic studies
• Apply for Curricular Practical Training (CPT)
  • Enroll in Cooperative Education (Co-op) at the Center for Career Services (CCS)
    – [https://careerservices.gwu.edu/cooperative-education-co-op](https://careerservices.gwu.edu/cooperative-education-co-op)
    – gwcoop@email.gwu.edu
  • Pick up your “Co-op letter of enrollment” at the CCS
  • Include the “Co-op letter of enrollment “ in your application CPT at ISO
- Internships, Practicums and Co-op
- Career Services at GW
- Employers
  - Top 10 Skills/Resources
  - Visa Status
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• Comments & Ideas
Questions?

• Colonial Crossroads, Marvin Center 505
• Careerservices gwu.edu
• gwcareercenter gwu.edu
• 202.994.6495

Connect & engage with the GW Center for Career Services
Contact Information

CSC LOCATION:
Colonial Crossroads
Marvin Center Suite 505
800 21st Street, NW
Washington, DC 20052

HOURS:
Monday-Friday
9:00 am – 5:30 pm
11:00 am – 2:00 pm (drop-in hours)

EMAIL & PHONE:
gwcareercenter@gwu.edu
202-994-6495

ISO LOCATION:
Colonial Crossroads
Marvin Center Suite 505
Washington, DC 20052

HOURS:
Monday-Friday
9:00 am – 5:00 pm
1:30 – 3:30pm (drop-in advising)

EMAIL & PHONE:
iso@gwu.edu
202-994-4477

Please fill out an evaluation survey

GW International Services Office

GW Center for Career Services

go.gwu.edu/careerservices