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COOPERATIVE EDUCATION PROGRAM
PRACTICAL TRAINING GUIDELINES FOR INTERNATIONAL STUDENTS

As part of your educational experience at Pace University, you may be eligible for Curricular Practical Training (CPT) through the Co-op Education Internship Program. You must adhere to the below guidelines to ensure compliance with the rules and regulations set forth by the Department of Homeland Security (DHS). If you have any questions about your eligibility and/or visa status, please visit the International Students and Scholars Office (ISS). For more information, go to: □WWSV□□□□□□□SDFH□HG□□□□WHU□DW□R□DO

ELIGIBILITY

- International students on an F-1 visa must be enrolled full-time for **one full academic year*** (two consecutive academic semesters) before they are eligible for CPT.
- All students seeking an internship must first enroll in Career Services' INSPIRE (International Student Professional Readiness Education) Program and attend mandatory and recommended online and in person workshops. Please login to ***Blackboard: My Organization-INSPIRE*** to get started!
- One of the online workshops is Career Services CPT Guidelines Workshop; after you view this online, 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 length of time they have been in lawful F-1 status.
- Students' off-campus eligibility date will be saved on students' record
- Students will be informed by ISS about their *eligibility* date and the next steps as follows:
  (1) Read and e-sign the Acknowledgement Form
  (2) Attend a mandatory ISS-Career Services online CPT Workshop (**different than Career Services' CPT Workshop**)
  (3) Read the learning materials (CPT Guidance)
  (4) Meet with a Career Counselor to have the resume approved and discuss job search strategies.
- Upon completion of these four steps, students may then begin to apply to internships online via Handshake, Career Services' recruiting portal.
- In addition, students must be fully matriculated in a degree program.
  - Undergraduate students must be enrolled in 12 credits
  - Graduate and PhD students must be enrolled in 9 credits
- **Eligible students may intern up to 20 hours per week (part-time) during the academic year and up to 40 hours per week (full-time) over summer and winter break in a position that is related to the student's major area of study.**
- Eligible students must commit to staying in the internship for a minimum of 12 weeks during the Spring or Fall term and 8 weeks over summer break.

  NOTE: Students working on-campus in a Graduate Assistantship position for 20 hours a week **cannot** work during the academic year in an off-campus internship, but may do so during the summer. However, those who have a 10- hour a week Graduate Assistantship may participate in a 10-hour a week internship but must submit proof from employer on company letterhead that the internship will not exceed 10 hours a week. Graduate Assistantship indicating 10-hour weekly assignment must be submitted along with internship/employment offer.

*Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in CPT (required internship as integral part of the curriculum).

AUTHORIZATION

Prior to beginning an internship:

- Students who are offered and want to accept an internship opportunity (paid* or unpaid) must first meet with their Career Counselor to process the required **Curricular Practical Training (CPT) Confirmation Form.**
- Career Counselor will forward a CPT Confirmation Form to ISS, who will then record the job/internship in SEVIS and issue a new **Form I-20**, which serves as the students' official employment authorization. It is the students' responsibility to pick up