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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, [visit the International Student and Scholars website](#).

ELIGIBILITY

- F-1 visa holders must be enrolled full-time for two consecutive academic semesters) before they are eligible for CPT.
- All students seeking an internship must first complete all required modules in the Career Services' INSPIRE (International Student Professional Readiness Education) Program.
- Students' off-campus employment eligibility will be determined by ISS after they land an internship.
- Once students' off-campus employment eligibility is saved on your student record, they will have access to the **CPT Eligibility Checklist** through ISS CONNECT.

AUTHORIZATION

- Students who are offered and want to accept an internship opportunity (paid or unpaid) must contact their Career Counselor in order to process the required **CPT Employment Verification Form**.
- 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 within 5-7 business days
- Students **cannot** begin work until they have their new Form I-20.
- Students will only be authorized for **one semester** (or school break) at a time.
- If students continue their internship into the next semester or plan on a new internship, they must request from the Career Counselor a new **CPT Confirmation Form** and obtain a new **Form I-20** BEFORE 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.
- **Students who fail to obtain proper authorization and who begin an internship without an updated Form I-20 (even if continuing in the same internship) will violate their visa.**
- If an internship ends before the authorized 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 the above occurs.

To work in a **paid internship**, students need a **Social Security Number (SSN)**. For those that do not have an SSN, [information about applying for SSN](#) is obtainable on our website.

LIMITATIONS/RESTRICTIONS:

- 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 breaks 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.
- Students working on-campus in a Graduate Assistantship (GA) position for 20 h/w cannot work during the academic year in an off-campus internship but may do so during the summer.
- **Combination of 10h/w GA and 10 h/w CPT is allowed.** Proof of limited hours for both – GA and off-campus positions is required and must be submitted to the Career Counselor along with the employment offer.
- **Combination of on-campus employment and off-campus CPT is allowed** if it does not exceed 20 h/w when school is in session. Proof of limited hours for both – off-and on-campus positions is required and must be submitted to the Career

counselor along with the internship/employment offer.

- 12 months of full-time CPT voids future OPT benefit. However, part-time CPT is unlimited.
- Remote CPT is prohibited in general. **Employers' location must be within the geographic area of the student's school as it is listed in SEVIS.**
- A hybrid or "work from home" internship is permitted if the employer is committed to providing **supervised training**. The employer will be asked to confirm the method and the frequency of training.
- Employers allowing hybrid or "work from home" must have a worksite listed in the business directory, whether physical or remote location, in the tri-state area.
- Self-employment/independent contractor positions (1099 form) are not permitted under CPT.

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 **cannot** formally accept an internship until they meet with their career counselor.

