F-1
PRACTICAL TRAINING

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Practical Training

CPT - Curricular Practical Training

OPT - Optional Practical Training
Definition of CPT

[8 C.F.R. § 214.2 (f)(10)(i)]

An integral part of an established curriculum, such as:

- Alternate work/study
- Internship
- Cooperative education
- Or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school
Definition of CPT

✓ CPT is granted for educational purposes. It is not meant for employment.

✓ Any employment experience required by the course must be instrumental to achieving a curricular academic objective.

✓ A course offered for the primary purpose of facilitating employment authorization does not qualify for curricular practical training.
“Integral Part of Curriculum”
What does it mean?

Practicum must be:

✓ either required of all students or required for a particular course or curricular track;

✓ "sponsored" by the school;

✓ structured employment that is monitored by the school and obtained through the support of the educational institution.

NOTE: A paid internship may qualify for CPT only if it is required for a particular course or track to fulfill necessary requirements for the degree.
Who is eligible for CPT?

- F-1 students who have been lawfully enrolled on a full-time basis at a Department of Homeland Security (DHS) approved school for one full academic year,

OR

- Graduate students whose programs require immediate curricular training
How do I apply for CPT?

Make a timely appointment with your International Visitor Advisor (IVA). At the time of your appointment, present the following documents:

- Letter signed by the Associate Dean for Student Affairs (or appropriate signature authority) stating how the proposed training qualifies for CPT;
- Original letter from your prospective sponsor specifying begin and end dates, hours per week, if paid or unpaid, and location of training/employment;
- Copy of your approved SPH Learning Contract;
- Immigration documents:
  - Original passport, valid for at least 6 months into the future;
  - Original visa stamp;
  - Original Form I-94 (Arrival-Departure Record);
  - Current SEVIS Form I-20
How do I apply for CPT?

Upon receipt of your documents, your International Visitor Advisor will:

1. **Determine your eligibility**
   - ✓ Verify full time enrollment for current and previous semesters
   - ✓ Verify that you have met the one full academic year requirement (unless exempt)
   - ✓ Enrolled in the appropriate course
   - ✓ Verify you have maintained F-1 visa status

2. **Process your CPT**
   - ✓ Update your F-1 SEVIS record with CPT authorization
   - ✓ Print and sign new SEVIS Form I-20
   - ✓ Give original new I-20 to you to sign and keep (do not discard any previously issued I-20s!)
CPT RESTRICTIONS

CPT is restricted to the following:

- The period authorized on Form I-20
- The hours defined on Form I-20
- The facility defined on Form I-20
- The facility location defined on Form I-20
CPT COMPLIANCE

✓ CPT must be granted before beginning the practicum, regardless of compensation (paid or unpaid).

✓ Participation in full-time CPT for one year (365 days cumulative) will disqualify students to apply for OPT.

✓ FT CPT may not be authorized during fall or spring semesters.
On Campus, Off Site Employment

- Work done at off campus locations, but treated as on campus
- Locations must be educationally affiliated with UTHealth
- Refer to the UTHealth Fact Book for current affiliated institutions
- Educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level
- Must be an integral part of your educational program
Questions..
OPT – Optional Practical Training

Picture of EAD
Definition of CPT

[8 CRF 214.2(F)(10)(ii)]

Temporary employment for practical training directly related to the student’s major area of study.
OPT Types

- Pre-completion
- Post-Completion
- Stem Extension
Who is eligible for OPT?

- F-1 students who have been lawfully enrolled on a full-time basis at a Department of Homeland Security (DHS) approved school for one full academic year;

- Must be in lawful F-1 immigration status;

- Must be certified by your school for OPT;

- Must have a passport valid for at least 6 months into the future
Pre-Completion OPT

✓ After completion of all course requirements for bachelor’s, master’s, or doctoral degree (excluding thesis or equivalent)

✓ Limited to 20 hours/week while school is in session

✓ Employment must be directly related to field of study listed on SEVIS Form I-20

✓ Any time used during pre-completion OPT will be deducted from 12-month total OPT allowance

✓ Upon obtaining degree, you must apply for Post Completion OPT
Post-Completion OPT

- After completion of your course of study
- May be authorized for part-time or full-time employment
- Employment must be directly related to your field of study listed on your SEVIS Form I-20
Science, Technology, Engineering, Mathematics

- 17 month OPT extension (lifetime limit)
- Must already be approved for standard post completion OPT and completed bachelor’s, master’s or doctoral degree in a STEM designated field
- STEM List: [www.ice.gov/sevis/stemlist.htm](http://www.ice.gov/sevis/stemlist.htm)
- Employer must be registered in E-Verify
- Must apply for extension prior to current OPT expiration
- Student must periodically report to OIA
How to apply for OPT

Make a timely appointment with your International Visitor Advisor (IVA). At the time of your appointment, present the following documents:

1) Completed and signed F-1 OPT Request Form (available from OIA Website)
3) Copy of all previously issued Form I-20(s)
4) Two copies of valid passport I.D. page(s) to include expiration date and renewal page, if applicable
5) Two copies of visa stamp (unless exempt from visa requirements)
6) Two copies of Form I-94 (front and back)
7) Copy of all previously issued Employment Authorization Document(s) (EAD), if applicable
8) 2 passport photos (must be 2 inches x 2 inches)
9) Filing fee of $380.00* in the form of a check, money order, or cashier’s check made payable in U.S. dollars to USCIS

* Always refer to www.uscis.gov for current filing fees
How to apply for OPT

Upon receipt of your documents, your International Visitor Advisor will:

1. Determine your eligibility
   ✓ Verify full time enrollment for current and previous semesters
   ✓ Verify that you have met the one full academic year requirement
   ✓ Verify you have maintained F-1 visa status

2. Process your OPT
   ✓ Update your F-1 SEVIS record with OPT authorization
   ✓ Print and sign new SEVIS Form I-20
   ✓ Give original new I-20 to you to sign and keep (do not discard any previously issued I-20s!)
   ✓ Review, package, and submit your OPT application to USCIS
OPT Restrictions and Compliance

✓ OPT is restricted to the field of study as defined on your current I-20;

✓ Granted for a maximum 12 months per educational level;

✓ EAD is required before beginning of employment;

✓ Employment is restricted to the dates authorized on EAD issued by DHS;

✓ Present original EAD card to your OIA advisor upon receipt;

✓ Maximum 90 day unemployment while F-1 on OPT;

✓ OPT is automatically terminated if and when transferring to another school or beginning study at another educational level.
OPT Restrictions and Compliance

✓ Failure to comply with the OPT restrictions could result in loss of your immigration status and/or possible removal from the U.S.

✓ If you will not graduate by your I-20 program end date you must apply for a timely program extension or you will be out of status.

✓ If you have been granted 12 months of full-time CPT, then you are ineligible for post completion OPT at the same degree level.

✓ You are not permitted to use your EAD card for post completion OPT employment until all course work is completed.

✓ You must comply with all F-1 OPT reporting requirements.
F-1 OPT Reporting Requirements

In order to comply with U.S. immigration regulations governing your F-1 status, it is your responsibility to inform your International Visitor Advisor of any of the following:

✓ Legal changes to your name within 10 days;
✓ Change of address within 10 days;
✓ New employment: employer’s name, address, and begin date of employment;
✓ Changes in the name and/or address of employment;
✓ Duration of unemployment; and,
✓ Changes in immigration status
OPT Process Flowchart

1. Student contacts OIA regarding graduation/ OPT. Make appointment with IVA.
2. Student takes OPT Request Form to be signed/approved by Academic Advisor & Academic/Student Affairs.
3. Collect approved OPT Request Form and bring to Student/ Academic Affairs.
4. Student makes appointment with IVA & brings all immigration documents and completed OPT Information Packet.
5. Reviews documents submitted & determines eligibility.
6. Process SEVIS Form I-20 with OPT request.
7. Notifies student, school, and employer (if applicable).
8. Prepares OPT-EAD application & mails out to USCIS. Revalidates I-9, if applicable.
9. End.
Contact us…

OIA Advisor according to last name alpha

For appointments, call 713/500-3176
Fax: 713/500-3189
General Email: utoioahouston@uth.tmc.edu
Website: www.uth.tmc.edu/intlaffairs
Questions..
THANK YOU!
Point 1

- Subpoint 1
- Subpoint 2