Employment in F-1 Status
During your Program of Study

A presentation of the
INTERNATIONAL STUDENTS & SCHOLARS OFFICE

Spring 2014
General Information

- On-campus employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
General Information

• Must have authorization **BEFORE** beginning paid employment of any kind.

• Working without it is a serious violation.
General Information

• Part-time work, up to 20 hours per week, during academic terms permitted

• Full-time permitted during vacation periods
On-Campus Employment
• Work done for a Columbia office or department.

• Eligible once in F-1 status and enrolled at Columbia.
On-Campus Employment

Examples include:

• Teaching or Research Assistant
• Non work-study “casual employment” paid by the hour
• Libraries, computer labs
• Tutoring and Translation Agency
On-Campus Employment

- On-campus work is limited by immigration regulations to part-time (a maximum of 20 hours/week) during the semester.

- During official school vacation periods there is no limit on the number of hours.
On-Campus Employment

• Will need to complete I-9 Employment Eligibility Verification form at I-9 Center in Kent Hall.

• Will need to apply for SSN if you don’t already have one.
Social Security Verification Form
for
Columbia University International Students

Student Name ________________________________
(First) (Last)

Date of birth ___/___/_______ SEVIS# ________________
Month/date/year

UNI __________________________ Status E-1 or I-1 (Circle one)

To be completed by the Hiring Official in the Department

Employing Department or Office ________________________________

Telephone number __________________________ EIN 13-5598093

Beginning Date ___/___/_______ Hours/Week __________________

Job Description ____________________________________________

Hiring Official’s Name ________________________________

Title ________________________________

Signature __________________________ Date ___/___/_______

This is to serve as notification that the student listed above has been offered employment. I understand that F-1 students are not eligible to work more than 20 hours per week while school is in session.

To be completed by the International Student Adviser at the ISSO

I have verified that this student is enrolled full-time, has been registered in SEVIS and is therefore eligible to accept employment on the Columbia University campus. Per 8CFR 214.2(f)(9)(i), this student is permitted on campus employment up to 20 hours of per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent quarter.

Name ________________________________

Signature __________________________ Date ___/___/_______

International Student Adviser / Designated School Official
Columbia University International Students and Scholars Office
Phone 212 854-3587 Fax 212 851-1235
F-1 Practical Training
F-1 Practical Training

- Benefit of F-1 student status
- Paid work in your field of study
- Off-campus, non-Columbia employer
You must be in lawful F-1 student status for one year before you are eligible
Two types of practical training:

Curricular Practical Training (CPT)

&

Optional Practical Training (OPT)
Curricular Practical Training (CPT)
Curricular Practical Training

- directly related to your field of study
- done with a specific employer
- fulfills a degree requirement or elective course
- academic credit toward the degree
- authorized by ISSO
Curricular Practical Training

Not all schools and departments at Columbia have the CPT option

It must be “an integral part of an established curriculum”
Curricular Practical Training

Academic degree program must have an internship requirement for all students OR a credit-earning internship elective course listed in its official school bulletin

*PhD students: CPT work must be directly related and integral to completion of your dissertation
Curricular Practical Training

- Undergraduate students at Columbia College, SEAS and GS are not eligible for CPT
- Graduate students: Please consult with your department and ISSO regarding your CPT eligibility
Curricular Practical Training

• Authorization is part-time (20 hours per week) during the academic year
• Full-time authorization during vacation periods
CPT Authorization is given directly by the ISSO in the form of a new I-20
• Time spent on CPT is NOT deducted from 12 months of OPT

• PhD students should not exceed 12 months of full-time CPT*
• Since CPT is employer-specific, you must have a written job/internship offer
• You must be registered for the internship course before coming to ISSO
• You must apply with ISSO at least 7 business days prior to your start date
• Instructions: www.tinyurl.com/ISSOcpt
Bring to ISSO:

1. Letter or internship form completed by your academic department stating:
   - the specific internship opportunity
   - the specific degree requirement or elective course (e.g. G7621y) that it satisfies
   - the minimum requirements to complete the internship
   - a reasonable period of time needed to complete the internship (1 semester can be authorized at a time)
   - *PhD students: Your adviser should provide a detailed letter stating your dissertation topic, what research/work will be carried out, and why it is necessary for the dissertation.
2. Letter offering internship employment from your employer including the following information:
   • beginning and ending dates of employment
   • how many hours you will work weekly
   • a description of duties in sufficient detail to clearly show them as appropriate to meeting the requirements for your degree
   • location where employment will take place
Always remember to bring passport, previous I-20s and printout of electronic I-94 admission record when you visit the office.

In 2-5 business days, ISSO will issue a new I-20 with CPT work authorization on page 3 and e-mail you when it’s ready to pick up.

You must have the new CPT I-20 in hand before beginning work!
Optional Practical Training

OPT is authorization granted by US Citizenship & Immigration Services (USCIS) for work directly related to your field of study.
Optional Practical Training

• Maximum of 12 months of OPT per educational level (*Example: BS, MA, PhD*)

• OPT can be used before and/or after your program of study
Students graduating with a degree in the fields of Science, Technology, Engineering or Mathematics (STEM), may be eligible for an additional 17 months of OPT.
Before Completing Program (Pre-Completion)

- **Annual Vacations**: part or full time work
- **Academic Year**: part-time up to 20 hours/week

*PhD Students: After completing all requirements except dissertation, can work full-time*
Time authorized for OPT during academic program is deducted from 12 month total
Part-time OPT is counted at half the rate

(Example: 4 months of part-time OPT would deduct 2 months)
Optional Practical Training

- Must have completed at least one academic year at the time OPT authorization starts
- You may apply up to 90 days in advance of fulfilling the academic year and not more than 90 days prior to the requested OPT start date.

(Example: If you want to begin working June 1st, you may apply for OPT as early as March 3rd)
Optional Practical Training

No job offer is required to apply

BUT

the authorized time is deducted from 12 months even if you don’t work!
Optional Practical Training

OPT is a 3-part process:

1. Obtain a recommendation from the ISSO on new I-20 (may take 3-5 business days)
2. Send an application and $380 fee to USCIS
3. USCIS will process and send student an EAD Card (Employment Authorization Document)

Instructions: [www.tinyurl.com/issoPreOPT](http://www.tinyurl.com/issoPreOPT)
1. Complete Form I-765

You will need to refer to your passport & I-94 to fill in questions
Address in U.S.
Social Security Number, if any
I-94 Number

Don’t forget to sign in blue ink

Check the first box

(C)(3)(A)
2. Complete **OPT Recommendation Request Form**

Request dates of OPT authorization
F-1 Optional Practical Training (OPT) Recommendation Request Form

This section is to be completed by the STUDENT for all OPT requests.

Students applying for OPT based on completion of a program or based on completion of all requirements except the dissertation (ABD) also must submit a completed OPT ACADEMIC ADVISER FORM (p. 2)

Family Name ___________________________ First Name ___________________________

Date of Birth ___________________________ CU Email __________________________

Passport Expiration Date ___________________________ Visa Expiration Date ___________________________

(mm/dd/yy) (mm/dd/yy)

Current address ___________________________

(1) I am requesting a recommendation for:

[ ] PRE-COMPLETION OPT (before completion of degree requirements)

[ ] Part-time OPT (during the summer or during the academic year. <20 hrs/wk)

[ ] Full-time OPT (during vacation period. > 20 hrs/wk)

[ ] Full-time OPT during the academic year. (Available only to students who have completed all degree requirements and have received MPhil but have not yet completed thesis/dissertation)

You also must submit a complete OPT Academic Adviser Form on p. 2.

[ ] POST-COMPLETION OPT (Full-time only)

You also must submit a complete OPT Academic Adviser Form on p. 2.

(2) If you have ever been issued an EAD for OPT before, please provide the following information: start and end dates on the card(s) you have received, full-time or part-time, degree level:

__________________________________________________________

(3) I would like to work from (mm/dd/yy) ____________________________ to (mm/dd/yy) ____________________________

NOTE: Once submitted, requested dates cannot be changed. You cannot redeem OPT time even if you don’t work.

For post-completion OPT requests, the start date must be within the 60-day period following completion of the program. For example, if your completion date is May 21, the OPT start date could be between May 22 to July 20.

(4) Name and Address of Employer

__________________________________________________________

Student’s Signature ___________________________________________ Date ____________________________

Office & Courier Address: 534 Riverside Drive New York, NY 10027
Mailing Address: Mail Code 5724 2960 Broadway New York, NY 10027 212-854-3587 Fax 212-854-3966

Revised 2/17/2014
The ISSO will issue a new I-20 with OPT recommendation on page 3 and e-mail you when it’s ready to pick up.
IF YOU NEED MORE INFORMATION CONCERNING YOUR F-1 NONIMMIGRANT STUDENT STATUS AND THE RELATING IMMIGRATION PROCEDURES, PLEASE CONTACT EITHER YOUR FOREIGN STUDENT ADVISOR ON CAMPUS OR A NEARBY IMMIGRATION AND NATURALIZATION SERVICE OFFICE.

FAMILY NAME: ___________________________ FIRST NAME: ___________________________

Student Employment Authorization:

Employment Status: FULL TIME Type: OPT

Duration of Employment - From Date: 06/30/2004 To Date: 06/30/2005

Employer Name: ___________________________

Employer Location: ___________________________

Comment: Employment in student's field of study.

Event History

Event Name: Registration

Event Date: 08/03/2003

Current Authorizations:

OPT Employment Requested Start Date: 06/30/2004 End Date: 06/30/2005

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

Name of School: ___________________________

Name of School Official: Ingrid Jordan Signature of Designated School Official: ___________________________

Program Officer: ___________________________

Date Issued: 02/03/2004 Place Issued (city and state): New York, NY

Travel Signature: ___________________________
Optional Practical Training

Pick-up envelope will include instructions on how to mail complete application to USCIS
Application must be received by USCIS within 30 days from the OPT recommendation date on your I-20

(see Item 10 on your I-20 for date it was issued!)
Form G-1145 – This form should be on top of your application so USCIS can notify you by email and/or text message that they have accepted your application. You can access this form online at http://www.uscis.gov/files/form/g-1145.pdf
Optional Practical Training

USCIS Mailing address

If using US Postal Service (USPS)
USCIS
PO Box 660867
Dallas, TX 75266

If using Express mail or Courier service (FedEx, UPS)
USCIS
ATTN: AOS
2501 S. State Hwy. 121, Business
Suite 400
Lewisville, TX 75067
IMPORTANT

You MUST have EAD in hand before beginning any employment!
Approved OPT Dates
Normally, you receive 3 pieces of mail from USCIS.
1. Receipt Notice (Within 2-4 weeks)
2. Approval Notice (Within 6-12 weeks)
3. EAD card (By 12 weeks)

Below is what EAD card envelope looks like:
CPT and OPT: Comparison

**Curricular Practical Training**
- During program of study only
- For internship/academic credit as part of degree requirement
- Does not affect 12 months of OPT
- Need a job offer
- Authorized by ISSO on I-20

**Optional Practical Training**
- Before or after completion of studies
- 12 months maximum per educational level
- Requires application to USCIS
- No job offer required
- Must receive EAD before starting employment
Social Security Number

Eligible to apply for a Social Security Number 30 days in advance of the start date of the on-campus job or CPT start date.

For OPT, must wait for OPT start date on the EAD.
Further Information

• Be sure to read your ISSOnews e-mail for information on regulations, workshops and deadline reminders!

• CPT Instructions: www.tinyurl.com/ISSOcpt

• Pre-Completion OPT instructions: www.tinyurl.com/ISSOpreOPT
Office Hours
Monday, Tuesday, Thursday, Friday
10:30 – 4:00 pm.
Closed on Wednesday

Address and Phone Number
524 Riverside Drive in International House North,
North of West 122nd Street
(212) 854-3587

Website
http://www.columbia.edu/cu/isso/

E-mail Address
isso@columbia.edu