

International Student Service Center
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New York, NY 10010-5585
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CURRICULAR PRACTICAL TRAINING FOR F-1 STUDENTS FREQUENTLY ASKED QUESTIONS

The most recent U.S. Citizenship and Immigration Service (USCIS) regulations governing Curricular Practical Training (CPT) took effect on January 1, 2003. These regulations apply to all students in F-1 status—those who were in the United States on or before January 1, 2003 and those who entered after that date.

Q. When do I need authorization for CPT?

- A. You must have authorization from ISSC *before you begin a paid or unpaid internship or any other form of CPT*. As an F-1 student, your employment cannot begin until you receive your SEVIS I-20 with the CPT endorsement.

Please Note: Any internship, paid or unpaid, must be authorized before you begin the placement!

Beginning CPT without proper authorization is a violation of immigration regulations and will have serious consequences.

Q. What is CPT—Curricular Practical Training?

- A. Curricular Practical Training (CPT) is employment that is an integral part of an established curriculum. CPT is defined to be alterative work/study, internship, or cooperative education arranged with the approval of your program, or any type of required internship or practicum that is offered by sponsoring employers through cooperative agreements. CPT may take place during the academic year and/or in the summer and **MUST** be undertaken prior to the completion of a course of study. Because USCIS uses a broad definition of employment—any activity for which a student receives a benefit, monetary or otherwise—even unpaid internships require CPT authorization.

Q. When is CPT required and when is it recommended?

- A. CPT may be required or recommended. This is decided by the stated requirements of an academic degree. **CPT is required** when it is a required part of the curriculum; it should be mentioned in the section of the College catalog, which describes the department's requirements and course offerings. All students in that degree program are required to complete an internship or practicum.

CPT is recommended when it is beneficial for the student to engage in the employment experience but the experience is not necessary for the completion of the degree. A student authorized for recommended CPT is required by current immigration regulations to register for a minimum of 1 college credit, which reflects the CPT placement; the academic department for each semester of the CPT placement, including summer semester, must grant this credit.

Q. Who is eligible to do CPT?

A. Students in F-1 status must have been lawfully enrolled in school on a full-time basis for at least one full academic year before becoming eligible for practical training. CPT must be undertaken prior to the completion of a course of study. In addition you must meet your program's requirements for eligibility to enroll in an internship course:

- An Undergraduate student must be eligible to receive academic credit for an internship. Check with your Academic Department. For Zicklin students, you must be admitted to the Zicklin School of Business.
- Graduate MBA and MS students in the Zicklin School of Business must complete a semester with full course of study to be eligible for CPT.

Q. How much CPT can I do and still be eligible for Optional Practical Training (OPT)?

A. A Student that accrues more than 365 days of Full-Time CPT, becomes ineligible for Optional Practical Training (OPT). A student is then essentially forfeiting his/her OPT.

Please Note: The "365-Day Rule" ONLY applies to Full-Time CPT. You can accrue Part-time CPT without affecting your eligibility for Optional Practical Training (OPT).

Q. How many hours can I work per week?

A. Undergraduate Students can work up to 20 hours per week during the Fall & Spring Semesters, and Full-Time during the annual break. **(IMPORTANT: PLEASE READ THE NEXT FAQ!)**

Graduate Students can work Part-Time (Up to 20 hours per week) or Full-Time during both the Fall & Spring Semesters, and during the annual break. **(IMPORTANT: PLEASE READ THE NEXT FAQ!)**

Q. Can I work on-campus and do CPT?

A. If you are authorized to work on-campus and also choose to engage in Practical Training (CPT or Pre-OPT), per ICE regulations the total number of hours for the Practical training and on-campus employment can NOT exceed twenty hours while school is in session. You may work full-time during periods when school is not in session or during your annual break.

http://www.ice.gov/sevis/employment/faq_f_on1.htm#_1_13

Q. What must my GPA be to?

A. Graduate students must have at least a 3.0 GPA. For Undergraduate students there is no policy other than maintaining good academic standing.

Q. Is there a fee for CPT?

A. There is **no fee** to apply for CPT. Processing is done in the ISSC office. **Once you have submitted all the required documents, it takes 5 business days to complete the processing of the new SEVIS I-20.**

Q. What paperwork is required?

A. The following **three items** are needed to process an application for CPT:

1. Undergraduate Students Only: Completed Faculty Advisors Recommendation Form for CPT (Form is attached)

Graduate Students Only: Completed Academic Advisor's Recommendation Form (Zicklin Students: Obtain the internship contract from the Graduate Career Management Center (GCMC). Students pursuing graduate

programs other than Zicklin, please contact your respective Career Services Department).

2. Offer letter from employer on their official company letterhead:

- The starting and ending dates of the placement
- Number of hours per week
- A brief description of duties to be performed

3. Proof that you have registered and have paid for the internship course.

Once the CPT application is complete, the International Student Service Center will update the SEVIS record and print a copy of the student's SEVIS I-20, authorizing *CPT with that employer only*. The SEVIS I-20 will be given to the student. **You must have been issued the SEVIS I-20 before commencing employment.**

Q. If I get a new position, or I need to work for an additional period of time, do I need to do a new CPT application?

A. A new application will be required if there is a change of employers or if the employment is to be continued beyond the current ending date. An updated offer letter and an Academic Advisor's form is required.

INTERNSHIPS FOR COLLEGE CREDIT

To obtain credit for an internship, you must obtain permission to register from the professor who handles internships for your major – refer to the list below. If you do not meet the prerequisites listed, feel free to contact Starr and make an appointment with the Internship Manager.

IMPORTANT NOTES:

Students in the **Weissman** and **Marxe** Schools are allowed a maximum of SIX credits from internships during their entire time at Baruch College. Students in the **Zicklin** School are allowed a maximum of EIGHT credits.

The deadline to register for an internship course to obtain credit usually occurs around the times listed below. For an accurate date, please access the **Baruch College Academic Calendar** at http://www.baruch.cuny.edu/registrar/du_e_dates.htm

Fall: Beginning of September

Spring: Beginning of February

Summer: Mid June / Mid July

ZICKLIN SCHOOL OF BUSINESS COURSES

BUS 3001-3008 Business Internship (Zicklin School of Business)

Hours: 1 credit pass/fail, 10-15 hours/week for unpaid internships, 10-20 hours/week for paid internships, part-time/full-time in summer.

Prerequisites: Open to students admitted to the Zicklin School of Business, Departmental Permission.

*** *Contact the professor in the specific department below who is listed on this sheet for information.* ***

ACC 5100 Accounting Internship (see also BUS 3001-3008) / Stan Ross Department of Accountancy

Contact: Professor Zeljko Sockovic, 646.312.3234, Zeljko.Sockovic@baruch.cuny.edu, NVC 12-225

Office Hours: Tuesday/Thursday 1-3 pm

Credits: 1 credit, <http://zicklin.baruch.cuny.edu/faculty/accountancy/resources/internships.html>

Prerequisites: Admission to Zicklin and Accounting major, Minimum GPA: 2.5

CIS 5900 (4680) Computer Information Systems Internship

Paul H. Chook Department of Information Systems & Statistics (see also BUS 3001-3008)

Contact: Professor Pai Chun Ma, 646.312.3369, pai-chun.ma@baruch.cuny.edu, NVC 11-243

Credits: Minimum 1 credit/120 hours; Maximum 3 credits/180 hours (15 hours per week)

Prerequisites: Departmental Permission; priority will be given to graduating Seniors for 3 credit course.

ECO 5010-5011 Training Program I & II

FIN 5610-5611 Training Program I & II (see also BUS 3001- 3008) / Department of Economics and Finance

Contact: Professor Lok Si Jeong, 646.312.3529, Loksi.Jeong@baruch.cuny.edu, NVC 10-220A

Credits: 3 credits, visit <https://zicklin.baruch.cuny.edu/faculty-research/academic-departments/economics-finance/student-resources/internships-economics-and-finance/> for forms.

Prerequisites: Departmental Permission and Senior Status

MGT 5110 Management Internship (see also BUS 3001-3008) / Department of Management

Contact: Professor Ray LaManna, 646.312.3623, Raymond.Lamanna@baruch.cuny.edu, NVC 9-285

Credits: 3 credits **Prerequisites:** 9 credits in MGMT beyond MGT 3120 & MGT 3121, & Dept. Permission

MKT 5100 Marketing Internship / Department of Marketing

Contact: Professor Gloria Thomas, 646.312.3349, Gloria.Thomas@baruch.cuny.edu, NVC 12-256

Credits: 3 credits **Prerequisites:** Senior Status and Departmental Permission

BUS 3001-3008 Marketing Internship / Department of Marketing**Contact:** Professor Gloria Thomas, 646.312.3349, Gloria.Thomas@baruch.cuny.edu, NVC 12-256**Credits:** 1 credit**Prerequisites:** Junior/Senior Status and Departmental Permission**REAL ESTATE—Internship in Real Estate – register for BUS 3001-3008 / Department of Real Estate****Contact:** Ms. Margo Weaker, 646.660.6937, Margo.Weaker@baruch.cuny.edu, 137 E. 22nd St., Room C-406**Credits:** 1 credit**Prerequisites:** Must be declared BBA Real Estate major, admitted to Zicklin.**WEISSMAN SCHOOL OF ARTS AND SCIENCES COURSES****ART 5010-5011 Graphic Communication Internship / Department of Fine and Performing Arts****Contact:** Professor Zoë Sheehan Saldaña, 646.312.4063, zoe.sheehan@baruch.cuny.edu, NVC 7-217**Credits/Hours:** 8-14 hours, 3 credits**Prerequisites:** ART 2050, 3050, 3058, and Permission from the Internship Coordinator**COM 5010 Internship in Business & Public Communication / Department of Communication Studies****Contact:** Professor Sabrina Kizzie, 646.312.3720, communication.studies@baruch.cuny.edu, NVC 8-240**Credits/Hours:** Min. 140 hours/ semester, plus online and campus meetings with internship coordinator, 3 creditsVisit <https://weissman.baruch.cuny.edu/weissman-academic-departments/communication-studies/internships/>**Prerequisites:** Departmental permission and internship site approval; upper division Corp. Comm. majors only.**ECO 5010-5011 Training Program I & II / Department of Economics and Finance****To download forms:** <http://zicklin.baruch.cuny.edu/faculty/economics/resources/internships.html>**Credits/Hours:** 1 class hour, 20 work hours, 3 credits each**Prerequisites:** Economics major, Departmental Permission and Senior Status**JRN 5050-5051 Media Internship / Department of Journalism****Contact:** Professor Emily Johnson, 646.312.3971, Emily.Johnson@baruch.cuny.edu, NVC 7-251**Credits/Hours:** 8-10 hours per week, 4 credits**Prerequisites:** JRN 2500, 3050 (additional 3000-level course in JRN or creative writing for permission from Journalism Faculty)**FPA 5070-5071 Arts Administration Internship / Department of Fine and Performing Arts****Contact:** Professor John Maciuika, 646.312.3985, John.Maciuika@baruch.cuny.edu, NVC 7-225**Credits/Hours:** 8-10 hours per week, 3 credits**Prerequisites:** Departmental Permission**MSC 5050 - 5051 Internship in Music Management / Department of Fine and Performing Arts****Contact:** Professor Andrew Tomasello, 646.312.4064, tomasello1@aol.com, NVC 7-235**Hours:** Minimum of 10 hours per week, 3 creditsVisit <http://www.baruch.cuny.edu/wsas/departments/arts/intern/index.html>**Prerequisites:** Departmental Permission**MTH 3901 - 3904 Actuarial Science Internship / Department of Mathematics****Contact:** Professor Tim Ridenour, 646.312.4185, Timothy.Ridenour@baruch.cuny.edu, NVC 6-287**Credits/Hours:** 1 credit per semester. Minimum of 10 hours per week at the internship.**Prerequisites:** Declared Actuarial Science major; internship must be related to Actuarial Science, in approved organization.

MTH 3905 - 3908 Mathematics Internship / Department of Mathematics

Contact: Professor Tim Ridenour, 646.312.4185, Timothy.Ridenour@baruch.cuny.edu, NVC 6-287

Credits/Hours: 1 credit per semester. Minimum of 10 hours per week at the internship.

Prerequisites: Declared Mathematics major; internship must be related to Mathematics, in approved organization.

MTH 3909 – 3912 Financial Mathematics Internship / Department of Mathematics

Contact: Professor C. Douglas Howard, 646-312-4172, Douglas.Howard@baruch.cuny.edu, NVC 6-227

Credits/Hours: 1 credit per semester. Minimum of 10 hours per week at the internship.

Prerequisites: Open by permission of the Mathematics Department to declared Financial Mathematics majors. Internship must be related to financial mathematics in an approved organization. Only one of the four courses may be taken each semester.

POL 5452 Field Work in Government and Politics / Department of Political Science

Contact: Professor Viviana Rivera-Burgos, viviana.rivera-burgos@baruch.cuny.edu, NVC 5-280

Credits: 3 credits – students can take the course up to two times (varying the internship) for a total of 6 credits.

www.baruch.cuny.edu/wsas/academics/political_science/PoliticalScienceInternships.htm

Prerequisites: Open to Sophomores, Juniors, or Seniors in good standing

PSY 3300-3301 Psychology Internship / Department of Psychology

Contact: Professor Jennifer Mangels, 646.312.4162, jennifer.mangels@baruch.cuny.edu, NVC 8-220

Credits/Hours: 1 credit hour; 10 internship hours/wk; Graded P/F; Can be repeated once

Prerequisites: PSY 1001, 6 additional credits in psychology at 3000-level or above, GPA 2.25 or higher, and permission from the psychology fieldwork coordinator prior to registration.

Course Description: PSY 3300/3301 allows students to identify career interests and to develop basic professional skills while receiving academic credit for unpaid internships with direct relevance to psychology. Registration is contingent on the student finding a workplace sponsor and site supervisor, and receiving approval by the Department of Psychology (forms can be obtained from the main Psychology office). This is a P/F elective course that cannot be applied toward fulfillment of any requirements for the psychology major/minor.

MARXE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS COURSES**PAF 5452 City Hall Internship in Public Affairs**

Contact: BSPA Advisor, Liting Zhang, Liting.Zhang@baruch.cuny.edu, 135 East 22nd Street

Credits/Hours: 150 hours/semester, 3 credits

Prerequisites: ENG 2150; Departmental Permission; open to all Baruch undergraduates in good academic standing with at least 60 credits completed

PAF 5452 Hagedorn Non Profit Internship in Public Affairs

Contact: Professor Marco DeSena, Marco.DeSena@baruch.cuny.edu, 135 East 22nd Street, Box D-0905

Credits/Hours: 150 hours per semester, 3 credits

Prerequisites: ENG 2150; Departmental permission; open only to official Public Affairs majors with at least a 3.0 GPA

PAF 5001 NYS Legislature Internship Programs

Contact: BSPA Advisor, Liting Zhang, Liting.Zhang@baruch.cuny.edu, 135 East 22nd Street

Credits/Hours: only in spring semester, 15 credits for Public Affairs majors

Prerequisites: ENG 2150; Departmental permission; students need to apply for the program and get accepted

CPT Forms and Internship Courses

Information for Marketing and International Business International Students

Dear International Student:

Please note that the Marketing/International Business Department *does not complete CPT forms unless you are enrolled in one of our internship courses* (BUS 3001, 3002, 3003 or MKT 5100). These internship courses are courses, even though they do not have class meetings. You must still apply to enroll, pay tuition, and complete requirements in order to receive a grade of P.

Only students who have been *accepted* into the Zicklin School and have *declared their majors as Marketing or International Business* are eligible to apply for these courses. If you meet these requirements and you have obtained an offer for an internship, you may apply for permission to enroll in one of the internship courses by following the instructions below. Please note that you must do so *prior* to the deadline posted by the registrar in the academic calendar which is published on Baruch's website. The departments cannot give permission for enrollment after the registrar's deadline.

Please note that my role is to coordinate internship courses and to determine whether a given internship is appropriate for academic credit. My role is not to complete CPT forms for the International Students Office. I complete forms only for students who are enrolled in one of our courses!

Sincerely,

Professor Thomas, Professor of Marketing; Marketing/IB Internship Coordinator

Gloria.thomas@baruch.cuny.edu

Instructions for BUS 3001, 3002 and 3003:

If you have an internship question after reading this document, please e-mail it to me at the above address. BUS 3001, 3002, 3003, 1 credit each (can be taken in succession)

Requirements:

- Marketing and International Business Majors in Zicklin Only
- Must be a Junior or Senior
- Must provide a legitimate Marketing or IB learning experience; No cold calling
- You may take each course only once
- Must be a different internship for each class
- A Blackboard site will be set up for each internship course each semester. It is your responsibility to check it if you are registered.

Process:

- You must obtain your own internship. Two places to look are the Starr Career Development Center: www.baruch.cuny.edu/careers/students/employment and the Weissman Center: <http://zicklin.baruch.cuny.edu/centers/weissman/internships>
- After you have an internship offer, e-mail me *the job description* and a *bulleted list of your duties*, particularly the marketing components. Also indicate which Internship Course you are seeking, and **include your EMPLID in your email so that I can find you in CUNYfirst.**

- Unpaid internships should be no less than 10 hrs/wk. and no more than 15 hrs./wk for 14 weeks (or 140- 210 hours total) while paid internships should be no less than 10 hrs/wk. and no more than 20 hrs./wk (140-280 hours total).
- If I approve of the internship, I will give you permission to register and place a form stating that you are receiving credit for BUS 3001, 2 or 3 in the internship mailbox in the Marketing & IB Department on the 12th Floor.
- **You must register for the internship class to get credit.**
- Registration for internship courses extends past the general registration deadline (as noted on the academic calendar), but you will have to pay a \$15.00 late registration fee if appropriate.
- Students may register for a 1-credit (paid or unpaid) internship for the January winter session or over the summer, if the departmental faculty advisor approves it.
- If you *quit* your internship, be sure to DROP this course, or you will receive an INC that will turn into an F in a semester.
- **After the internship is complete, you must provide me a two to three-page paper on what you did and learned along with a note from your employer stating that you successfully completed the internship. Hard copies of both should be in my mailbox at the end of the semester. I will announce the specific date on Blackboard.**
- **When I get both documents, I will provide a Pass/Fail Grade for the course.**
- **International students are only permitted to take internships during a given semester.** Therefore, a student must be registered for a semester and working during that semester. A student cannot register late in a semester and continue working at the internship after the semester ends.

MKT 5100- a 3-credit internship open to Seniors only

3 credits

Requirements:

- Marketing and International Business Majors Only
- Senior (90 credits)
- Marketing related topics
- Must provide a legitimate learning experience; No cold calling
- **Students admitted to Zicklin after Fall 2006 cannot use MKT 5100 to fulfil any specific Marketing Department requirements. Other students may use MKT 5100 to satisfy Marketing track requirements as specified in the 2004-2006 Undergraduate Bulletin.**
- **Each semester, MKT 5100 has a Blackboard page. If you are registered for this course, it is your responsibility to check it for announcements.**
- All 3-credit internships (paid and unpaid) should be no less than 15 hrs/wk and no more than 20 hrs./wk for 14 weeks (or 210-280 hours total).

MKT operates in a manner similar to BUS 3001, 3002, and 3003. In order to apply to enroll, please email the appropriate information, as detailed above.

Dates of Proposed Curricular Practical Training: From _____ to: _____
(Please note: These dates **must match** the dates on the Employer's offer letter)

This training will be: _____ Full Time _____ Part Time (20 hours of work per week or less)
(Please indicate the total number of hours per week)

Student Signature: _____ Date: _____

Faculty Advisor Completes this Section

I anticipate that this student will complete all the requirements for their current program of study on or about: Fall: _____ Winter: _____ Spring: _____

Summer: _____ (Term 1) _____ (Term 2) _____

Please provide a brief explanation on why this particular Curricular Practical Training experience is integral to the student's academic program. How will this experience enhance the student's studies?
(This information will be entered into the student's SEVIS Record)

I certify that the Curricular Practical Training experience described above and in the employer's offer letter, is recommended for this student.

This Curricular Practical Training experience is: _____ a required part of the degree program.
_____ not required by the degree program but recommended for this student.

Internship course the student is expected to register for: _____

The student must register for a minimum of 1 college credit that reflects the CPT placement. The credit must be granted by the Academic Department for each semester of CPT placement, including the summer semester(s). Failure to meet this requirement is a violation of current immigration regulations; the CPT will then be cancelled, and the student will be out of status.

Advisor's Name: _____ Signature: _____
(Please Print)

Department: _____ Telephone: _____ Date: _____