

INTERNSHIP GUIDE FOR GRADUATE INTERNATIONAL F-1 STUDENTS

LIM COLLEGE
INTERNATIONAL STUDENT
SERVICES

ISS@LIMCOLLEGE.EDU | 646.388.8440
545 5TH AVENUE, 7TH FL



Curricular Practical Training

READ CAREFULLY

Authorization **must** be received from the Office of International Student Services (ISS) and DHS **before** starting an internship. This authorization is called **Curricular Practical Training (CPT)**. All international students are required to complete CPT application steps (below) and receive a new I-20 with CPT authorization on it from the Office of International Student Services at LIM College **BEFORE** the internship start date.

Internship Courses Available at LIM College

Course name: MPSI 690 - Graduate Career Exploration Internship, all majors

Credits: 1

Prerequisites: N/A

Description: This one-credit internship is designed to increase student exposure to areas of the industry relevant to their career goals and experience. Students must complete a minimum of 90 hours over the course of the semester, as well as required coursework. Students must have an internship offer in order to register for the course. Department approval is also required.

Course name:

- MPSM 608 - Internship in Fashion Marketing
- MPSR 659 - Internship in Fashion Merchandising and Management
- MPSS 610 - Internship in Global Fashion Supply Chain Management

Credits: 3

Prerequisites: Students must complete 24 academic credits and be entering in their final semester.

Description: This semester-long experiential internship will complement theoretical knowledge gained in the classroom and enable students to obtain experience in a professional environment. Students will have the opportunity to broaden their skills in a specific area, which will in turn strengthen their ability to seek full-time employment upon graduation. Students will also be able to evaluate, appraise and relate the internship experience to coursework learned in the classroom. In addition, students will attend weekly class sessions, conducted in a face-to-face or hybrid format, to discuss internship progress and support professional development. Students must complete a minimum of 210 internship hours over the course of the semester and intern for a minimum of three days a week for the duration of the semester. These hours will be documented by the student and verified by their supervisor at the end of the semester. Students must also complete academic coursework related to their internship experience.

CURRICULAR PRACTICAL TRAINING (CPT) INFORMATION

- CPT may take place during the academic year only.
- Students must enroll in an internship course in order to intern and receive CPT authorization. Interning without enrolling in a course is a violation of F-1 status.
- CPT is limited to the length of the credit-bearing course that requires the internship.
- CPT can be part-time or full-time. Please note that students who engage in 12 or more months of full - time CPT will be ineligible to apply for OPT.
- CPT can be paid or unpaid. **All international F-1 students are required to obtain CPT authorization from the Office of International Student Services for both paid and unpaid internships prior to the start date of the internship.**
- CPT is only valid for the company and duration listed on your new Form I-20. A new application is required for future internships.

APPLICATION STEPS - MPSI 690 - Graduate Career Exploration 1-credit Internship

PLEASE READ STEPS 1-7 BELOW FOR IMPORTANT DETAILS ABOUT EACH STEP!



1. Complete the online MPSI 690 1-credit Internship info session & assessment
2. Secure an internship
3. Meet with internship supervisor to **a)** review & sign 'Internship Guidelines & Agreement' and **b)** obtain an internship offer letter. *The offer letter must be printed on the company's letterhead and contain **exact** start and end date of the internship, **exact** number of hours per week, position title and description, location of the internship, supervisor's name, and the terms (compensation, or academic credit only) of your internship. (Note: You can use the same offer letter that you'll need to register for a course since all info listed here will be provided.)*
4. Schedule an appointment with the Graduate Career Advisor to review Internship course paperwork, begin course registration process, and sign CPT Application.
5. Bring signed CPT Application including the offer letter to the Coordinator of International Student Services at least 5 business days before the proposed internship start date.
6. Receive a new Form I-20 with CPT authorization from the Coordinator of International Student Services. **Remember: You MUST NOT begin interning until you receive your new Form I-20 with CPT authorization on it!**
7. Begin interning!

APPLICATION STEPS - MPSM 608/MPSR 659/MPSS 610 - 3-credit Internship

PLEASE READ STEPS 1-7 BELOW FOR IMPORTANT DETAILS ABOUT EACH STEP!



1. Complete the online 3-credit Internship info session & assessment
2. Enroll in internship course
3. Secure an internship
4. Meet with internship supervisor to a) review & sign 'Internship Guidelines & Agreement' and b) obtain an internship offer letter. The offer letter must be printed on the company's letterhead and contain exact start and end date of the internship, exact number of hours per week, position title and description, location of the internship, supervisor's name and title, and the terms (compensation, or academic credit only) of your internship. (Note: You can use the same offer letter that you'll need to register for a course since all info listed here will be provided.)
5. Submit Internship paperwork via Simplicity & notify Graduate Career Advisor once done.
6. Schedule an appointment with the Graduate Career Advisor to sign CPT Application.
7. Bring signed **CPT Application including the offer letter** to the Coordinator of International Student Services **at least 5 business days** before the proposed internship start date.
8. Receive a new Form I-20 with CPT authorization from the Coordinator of International Student Services. **Remember: You MUST NOT begin interning until you receive your new Form I-20 with CPT authorization on it!**
9. Begin interning!



Social Security Number (SSN)

International F-1 students can apply for a Social Security Number if they have a **paid** on campus job, or a **paid** internship, or have an approved OPT.

NOTE: A Social Security number **does not** authorize you to work in the U.S. As an F-1 student, you must be authorized by the Office of International Student Services at LIM College in order to work either on campus or off campus.

If your internship company asks you to provide a Social Security Number (SSN), you will need to apply for an SSN at the same time when applying for CPT. Make sure to check the appropriate checkbox on the CPT Application to indicate that you will need an SSN. The Office of International Student Services will then be able to provide you with a supporting letter to apply for SSN (see below). You will need to bring all of the documents below to the nearest Social Security Administration office (SSA) (originals and copies):

1. A signed letter to SSA from International Student Services office at LIM College
2. Your new I-20 with CPT authorization on it
3. F-1 visa
4. Passport's biographic page
5. Form I-94 (download your form here: <https://i94.cbp.dhs.gov>)
6. An offer letter from your internship company that mentions your rate of pay.
7. SSN Application (available at the office of Social Security when you get there or <https://www.ssa.gov/ssnumber/>)

You should allow at least two weeks to receive your SSN card.

Frequently Asked Questions: CPT

Q. Can I find a full-time job instead of an internship?

A. F-1 students are not allowed to engage in regular full-time jobs; they can only engage in an internship with appropriate agreements and acknowledgements signed by the College and the internship company.

Q. Can I continue to intern beyond the semester end date?

A. You will only be permitted to intern during the official semester dates, which can be found on the Graduate Academic Calendar, as dates that fall outside of the official semester dates are not covered by academic credit.

Q. What is considered part-time CPT?

A. Employment for 20 hours or less per week is considered part-time curricular practical training. The employment authorization written on page three of your I-20 will specify permission to engage in part-time training and you must limit your total work hours to no more than 20 hours per week.

Q. What is considered full-time CPT?

A. Employment for more than 20 hours per week is considered full-time curricular practical training. The employment authorization on your I-20 will specify permission to participate in full-time training. If you participate in twelve months or more of curricular practical training you will not be eligible for Post-Completion Optional Practical Training (OPT).

Q. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training (OPT)?

A. If a student qualifies for Curricular Practical Training, s/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

Q. What proof of employment authorization can I give my internship company?

A. Your I-20 form authorized for curricular practical training is the document which indicates employment authorization. You should bring your I-20 form, passport and I-94 to your employer. These documents will allow your internship company to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.

Q. Do I have to pay U.S. taxes on my salary/wages?

A. The office of International Student Services wants to ensure that you are aware, as an F-1 status student, you may be required to file a federal and state income tax form while you are in the U.S. LIM College is not able to provide guidance on tax filing; however, you can contact any tax professional or accountant within the U.S. for assistance. Additionally, many students have found success using <https://sprintax.com> or <https://glaciertax.com/> to determine their filing needs. LIM College does not endorse any specific person or entity, but there are many resources that students can access, including, but not limited to, the websites above.

Q. What if my internship company wants me to work after the course is finished or beyond the end of the semester?

A. CPT is authorized for a particular company and for a defined period only. CPT authorization cannot be extended. It is illegal to intern after the approved CPT period.

Frequently Asked Questions: EECM

Q. What does E – E – C – M stand for?

A. The Department of **Experiential Education** and **Career Management**

Q. Where do I meet with a Career Advisor for an appointment?

A. EECM office, located on the 8th floor, Maxwell Hall.

Q. Do I need to make an appointment with a career advisor?

A. If you can't make our drop in hours, then yes! Log on to Symplicity and click "Request a Career Advising Apt" on the right hand side. Meeting time is approximately 45 minutes. You can find a tutorial for how to schedule an appointment on the EECM Blackboard shell.

Q. When are drop-in hours?

A. Career Advisors will be offering a variety of drop-in hours to accommodate quick questions or brief resume reviews at your convenience. Please refer to the EECM Blackboard shell for the current schedule.

Q. How can EECM help me?

A. Career Advisors can help with resume/cover letter reviews, EECM course assistance (see your academic advisor for graduation plans and other courses), professional correspondence, internship search, mock interviews, etc.

Q. What is Symplicity?

A. Symplicity is an electronic database used for scheduling appointments with a Career Advisor, document review (resumes and cover letters), internship search, student and employer evaluations, agreement form uploads, and more. You can find Symplicity tutorials on the EECM Blackboard shell.

Q. How long does it take for Career Advisors to review documents? **A.** As per EECM policy, it generally takes about 3-5 business days. During peak time, such as at the start of a semester or prior to the Career Fair, reviews may take longer.

Q. Why isn't my resume approved in Symplicity?

A. Resume approval in Symplicity must meet the required guidelines detailed in the EECM Career Guidebook. Review the Guidebook in detail where you can find sample resumes, instruction for formatting, and so forth. Feedback is based upon these guidelines. Note that it may take a few rounds of feedback in order for resumes to be approved. You can speed up the process by making an appointment with a Career Advisor. Where to find this resource? EECM Blackboard shell, left hand side, under Career Management Resources.

Q. Who are the Career Peers and where are they located?

A. Student mentors who are extensively trained in career services (ie. Resume review) and are located in the EECM Annex (Maxwell Hall, 8th floor).



How to Use Symplicity

1. How to log on

- a. LIM Website – My LIM – Symplicity – for students/alumni
- b. Sign in using LIM College ID number and password
 - i. Change Password:
 1. Profile – Password/Preferences

2. Setting up an appointment

- a. Home page – Shortcuts – Request a Counseling Appointment
- b. Fill in appointment type
- c. Click on the time under the counselor that works best, then check availability
- d. Far right – Choose the appointment type from drop down menu
- e. Add in detailed notes on what you would like to discuss and click on “Submit Request”
- f. You will receive an email if your appointment is accepted or declined

3. Upload your resume

- a. Documents – Approved Documents – Add New
- b. Title Resume – Upload from computer
- c. A Counselor will review your resume and approve it or contact you to make changes
- d. You cannot apply to jobs or internships on Symplicity until a resume has been uploaded and **approved**
- e. Please allow 3-5 business days for approval of your uploaded document

4. Job/Internship Search

- a. Click on jobs - “LIM College Jobs and Internships search” tab – Search using filters at top
- b. Apply for jobs/internships with uploaded resume – “Submit”
- c. Add to Favorites to easily find jobs again

5. How to Create an Experiential Learning Record

- a. Click “My Account” on left hand side – Exp. Learning
- b. Click “Add New Experience”
- c. Input all internship information, which can be found on your completed Internship Guides & Agreements
- d. Attach and upload all required internship documents



Sample Employer Offer Letter for F-1 Curricular Practical Training (CPT)

[LETTER MUST BE ON COMPANY/ORGANIZATION LETTERHEAD]

[Company Address]

[Company phone and email]

[Date]

[Student Name]

[Student Address]

Dear [Student Name],

We are very pleased to offer you the position of [Internship Title] with [Company/Organization Name]. Please find the following confirmation of the specifics of your internship:

Position Title: [Internship Title]

Start Date: [Exact start date]

End Date: [Exact end date]

Hours Per Week: [Exact number of hours per week]

Salary/Stipend: [Salary/stipend information]

Supervisor: You will be reporting to [Supervisor Name], [Supervisor Title] of [Company/Organization Name]. [Supervisor Name] may be contacted by phone [xxx-xxx-xxx] or by email [Supervisor email].

Internship Responsibilities:

- ...
- ...
- ...
- ...

Should you have any questions, please do not hesitate to contact me at (xxx-xxx-xxxx).

Sincerely,

[Name]

[Title – HR representative or direct supervisor]

LIM College
F-1 Curricular Practical Training (CPT)
J-1 Academic Training (AT)
Application Packet
UNDERGRADUATE & GRADUATE STUDENTS

Curricular Practical Training for F-1 Students

Curricular Practical Training (CPT) is an alternative study, internship or other type of required practicum that is offered by a sponsoring employer through the college. CPT is only available for F-1 students when it is part of an established curriculum within a school. CPT must relate to the student's program of study. CPT can be full time and is not restricted by a weekly 20-hour work limit.

In order to qualify for CPT, you must have completed one full academic year of study, unless you are a graduate student whose program requires immediate CPT. To get permission for CPT, your DSO (Coordinator of ISS or International Student Advisor) needs to authorize it in SEVIS and provide you with a Form I-20 indicating your recommendation for the training opportunity. The above text has been adapted from: <https://studyinthestates.dhs.gov/training-opportunities-in-the-united-states>

Academic Training for J-1 Students

A student must participate in academic training that is directly related to his or her major field of study at their home and host academic institution. A student could choose to engage in full-time academic training, provided it does not interfere with making normal progress towards completing the educational program, and is otherwise consistent with the school's policies. In order to qualify for AT, the student must be in good academic standing with the post-secondary accredited academic institution; and must receive written approval in advance from the Responsible Officer (RO) (Coordinator of ISS or International Student Advisor) for the duration and type of academic training and a new Form DS-2019.

At LIM College, CPT and AT must be associated with one of the following credit bearing courses only:

UNDERGRADUATE:

EECM 480B – SENIOR CO-OP

EECM 1802 – INDUSTRY EXPLORATION INTERNSHIP: RETAIL

EECM 1803 – INDUSTRY EXPLORATION INTERNSHIP: CORPORATE

EECM 1890 – CAREER EXPLORATION INTERNSHIP

EECM 2802 – CAREER BUILDING INTERNSHIP

GRADUATE MPS:

MPSI 690 – MPS Graduate Career Exploration Internship (must request an additional pre-approval form)

MPSM 608 – MPS Internship in Fashion Marketing

MPSR 659 – MPS Internship in Fashion Merchandising & Management

MPSS 610 – MPS Internship in Global Fashion Supply Chain Management

Please proceed to page 2 for detailed application instructions.

HOW TO APPLY FOR CPT (F-1) / AT (J-1)

Step One

- Obtain an **offer letter** from your employer. The letter **MUST** be on company letterhead and include:
 - EXACT start and end date of your internship
 - EXACT number of hours per week
 - Address of the location where you will be interning
 - Terms (compensation, or academic credit only)
 - Job title and description of the job
- Fill out the top of the attached **CPT/AT recommendation form** (see page 3), and then have the Department of Experiential Education & Career Management fill out the middle section of the form.

Step Two

Bring your completed application to the Office of the International Student Services (ISS) **at least one week** before you plan on beginning your internship. The ISS office will create a **new I-20** or **DS-2019** for you. Allow three (3) working days for processing. Please plan the application process carefully since it is illegal to begin employment without official authorization.

Application must include:

- Offer Letter
- CPT/AT Recommendation form

Once your CPT/AT has been approved, if any of the following change in your work situation, you must contact the DSO or RO (Coordinator of ISS or International Student Advisor) in the Office of International Student Services immediately. Failure to do so may put you in jeopardy of violating your student status:

- Change in employer or location of actual employment
- Beginning and/or end dates of employment
- Change in weekly hours from part-time to more than 20 hours per week

Please proceed to page 3 for CPT/AT Recommendation form.

LIM College Department of Experiential Education & Career Management (EECM)

Recommendation for International Student Off Campus Training (CPT)

This form provides the Office of International Student Services with information required to grant "CPT" work authorization to a student in F-1 visa status or Academic Training authorization to a student in J-1 visa status. If you have any questions regarding the application or the form, please contact the Office of International Student Services.

➤ **Part 1: To be completed by the student**

Last name: _____ First name: _____

LIM Student ID number: _____ Major: _____

Degree level: _____ I am: F-1 student J-1 student

Choose one: I have a social security number I do **not** need a US social security number for my position

I do not have a social security number, **but** will need a letter to request one

- **List any previous approved CPT, OPT authorization(s) at your current degree level, whether at LIM or at any previous institution. If none, write "NONE".**

Proposed Internship/Training Company Information

Company name: _____ Job title: _____

Address of the company (full street address, including zip code):

Start date of internship: _____ End date of internship: _____ Number of hours per week: _____

*Note: CPT can be **part-time** (20 hours per week or less) or **full-time** (21 hours per week or more). Please note that students who have engaged or will engage in 12 or more months of full-time CPT at the same educational level at LIM College or any previous institution(s) will be ineligible for OPT.

*Note: It is not recommended to exceed 20 hours per week of combined CPT and on-campus employment.

Student signature: _____ **Date:** _____

➤ **Part 2: To be completed by the Career Advisor or Dept. of EECM Representative**

In order for the student to qualify for curricular practical training, the student **MUST** be registered for one of the following internship courses and the employment must be an integral part of that course and related to the student's major course of study. Please check the course for which the CPT/AT has been proposed:

Undergraduate: EECM 480B EECM 1802 EECM 1803 EECM 1890 EECM 2802

Graduate MPS: MPSI 690 MPSM 608 MPSR 659 MPSS 610

As the Representative of the Department of Experiential Education and Career Management at LIM College, by signing this form, you are certifying that this employment detailed in part 1 IS REQUIRED FOR THE ACADEMIC CREDIT for the course indicated above and the training is related to the student's major field of study. This is a legal requirement of "Curricular Practical Training" or "Academic Training" work authorization.

Signature of EECM representative: _____ Date: _____

Full name and title: _____