

INTERNATIONAL UNDERGRADUATE STUDENTS (F-1 CPT/OPT) WORKING IN THE U.S.

DURING UNDERGRADUATE YEARS

On Campus Job/Internship

1. Up to 20 hours per week during the fall and spring Semester
2. Up to 40 hours per week during the authorized school breaks (summer, Thanksgiving, winter, spring)

No special authorization needed.

Documents for HR to process I-9 form: job offer, passport, I-20, I-94.

Encouraging student to request experiential experience credit.

Employers educationally affiliated with SU

Off Campus Job/Internship

Employers not affiliated with SU

Apply for CPT through the Center for International Services.

Student must be in valid F-1-status and have been a full-time student for one academic year before participating CPT

Documents needed to apply for CPT:

- recommendation letter from an academic adviser (see sample letter)
- Job offer letter (related to major)
- Other documents required by international center

It takes one week for international center to process CPT.

Students who conduct internship outside of the U.S. do not need CPT, but can request internship credit.

Apply for Pre-completion OPT through the Center for International Services.

A student must be in valid F-1-status and have been a full-time student for one academic year before participating in Pre-Completion OPT

Student needs to submit application to the Center for International Services 90 days prior to the employment start date. It takes 90 to 120 days for USCIS to process.

- Full time or part time employment required (no less than 20 hours per week)
- Can be non-paid (volunteer)
- Maximum unemployment period is 90 days from the OPT start date.

- Maximum of 1 year of OPT for non-STEM fields
- Maximum of 3 years of OPT for STEM fields

90 days prior to graduation or up to 60 days after graduation

Post Completion OPT

Apply for OPT through the Center for International Services.

A student must be in valid F-1-status and be finishing their undergraduate studies at Syracuse.

Documents needed to apply for any pre- or post-completion OPT:

- recommendation letter from an academic adviser (see sample letter)
- job offer letter is optional (related to major)
- other documents required by international center