

F-1 Students: Practica and Work Authorizations



International Student, Scholar and Faculty Services (ISSFS)

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International students have many federal regulations to follow, particularly in the area of work authorizations. These can sometimes be confused with the practical training elements in various degree programs. The following information is intended to clarify what is needed for these students and the institution to maintain compliance in various situations.

All F-1 students with off-campus practica/internships, whether paid or unpaid, are now required to obtain authorization from an International Student Advisor before starting.

EMPLOYMENT/OFF-CAMPUS – PRACTICA/INTERNSHIPS

Any services rendered at a site off-campus, whether paid or unpaid.

- Limited to part-time (20 hours or less per week) while school is in session (fall and spring).
- Full-time (anything over 20 hours per week) acceptable during official school breaks (holidays, breaks, summer).
- Work experience must be related to student's field of study.
- The practica/internship must be tied to a course.
- A practica/internship must be required for all students to graduate or can be used to meet a degree requirement, such as a technical elective.
- The course and the practica/internship must occur in the same semester.
- An International Student Advisor authorization must be given BEFORE work starts.
- A second semester of CPT can be authorized only if there is a second required course.

PROCESS FOR OFF-CAMPUS AUTHORIZATION (CPT) FOR PRACTICA/INTERNSHIPS

- Student enrolls in appropriate course.
- Job is assigned by department or secured by student and determined appropriate by academic department.
- Student completes academic department paperwork.
- Student completes ISSFS CPT Form and submits it to an International Student Advisor (ISA) via email or in person at least 2 business days prior to the job start date Form available on OIP website: <http://www.uttyler.edu/oip/files/cpt-request.pdf>.
- ISA reviews submission and, if criteria is met, creates a Form I-20 reflecting CPT authorization for the semester.
- Student uses Form I-20 to prove work authorization to employer, if needed.

Advisors: Daoming Chen, Meg Morgan, Torrey Wang
Walk-in advising: Monday – Friday 1:00 pm – 4:00 pm
Advisor email: intladvising@uttyler.edu

Website: uttyler.edu/oip/issfs
Forms: uttyler.edu/oip/forms_library.php

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ALL OTHER WORK TYPES

Definitions:

- Part-time employment for F-1 students is limited by federal regulations to 20 hours per week (each week, not an average).
- Part-time employment for all students is limited by UT Tyler HR policy to 19.5 hours per week.

VOLUNTEERISM

Checklist based on U.S. Department of Labor regulation [29 CFR 553.101]:

- Non-profit organization
- Part-time position
- Traditionally-considered a volunteer position
- No expectation of compensation
- No coercion to work without pay
- Not usually paid position (does not displace a genuine employee)
- Services performed have a public service, religious or humanitarian objective
- Not working for the same agency to perform same type of service

No special authorization required.

EMPLOYMENT/ON-CAMPUS

- Limited to part-time (20 hours or less per week) while school is in session
- Full-time (anything over 20 hours per week) acceptable during official school breaks (holidays, breaks, summer).
- Employer must be UT Tyler (school department) or a business on campus that is directly serving students (campus food services are OK, a construction company building on campus is not).
- Work does not have to be related to student's field of study
- No special authorization needed from OIP unless student needs to apply for a Social Security card.
- Can a student work on-campus and off-campus? Yes, if the off-campus work meets criteria for authorization, but the combined hours are still limited to 20 hours per week in fall and spring semesters.

No special authorization required for on-campus work, unless student needs to apply for Social Security card.

EMPLOYMENT/OFF-CAMPUS BUT CONSIDERED ON-CAMPUS

An off-campus site can be considered on-campus for F-1 student work purposes IF the entity is educationally affiliated with the school and the established curriculum or related to contractually-funded research projects at the post-graduate level. 8 CFR 214.2(f)(9)(i)

- Organization must be registered with OIP as an educationally-affiliated site.
- Same rules apply as On-campus section
- Two locations are authorized for this category:
 - UT Tyler University Academy
 - Discovery Science Place

EMPLOYMENT/OFF-CAMPUS – NOT REQUIRED FOR DEGREE

- Authorization required. Type is conditional. Contact an International Student Advisor.

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ALL WORK TYPES						
GIVEN: Current student in degree-seeking program, in valid F-1 status						
Site	Category	Pay	Immigration Authorization Needed	Work related to field of study	Specific Course Required	Contact Int'l Advisor before starting
On-campus	Student worker, GA, TA, RA	Paid	No (already authorized)	Not required	No	No (unless SSN needed)
On-campus	Student worker, GA, TA, RA	Unpaid	Consult with HR. Normally, all workers should be paid.			
Off-campus but considered On-campus	Same	Paid	Same as above	Not required	No	Same
Off-campus at Non-profit	Volunteer	Unpaid	No	Not required	No	No
Off-campus at For-Profit or Non-Profit	Practica or Internship	Paid or Unpaid	Yes, CPT.	Required	Yes*	Yes
Off-campus at For-Profit or Non-Profit	Internship					
Off-campus at For-Profit or Non-Profit	Not school related	Paid or Unpaid	Yes. Type is conditional.	Not required	No	Yes