

Employment-Based Workshop: On-Campus Employment & Curricular Practical Training (CPT)

Spring 2025 Semester

Presenter: Megan Lindle

Director, International Student & Scholar Services

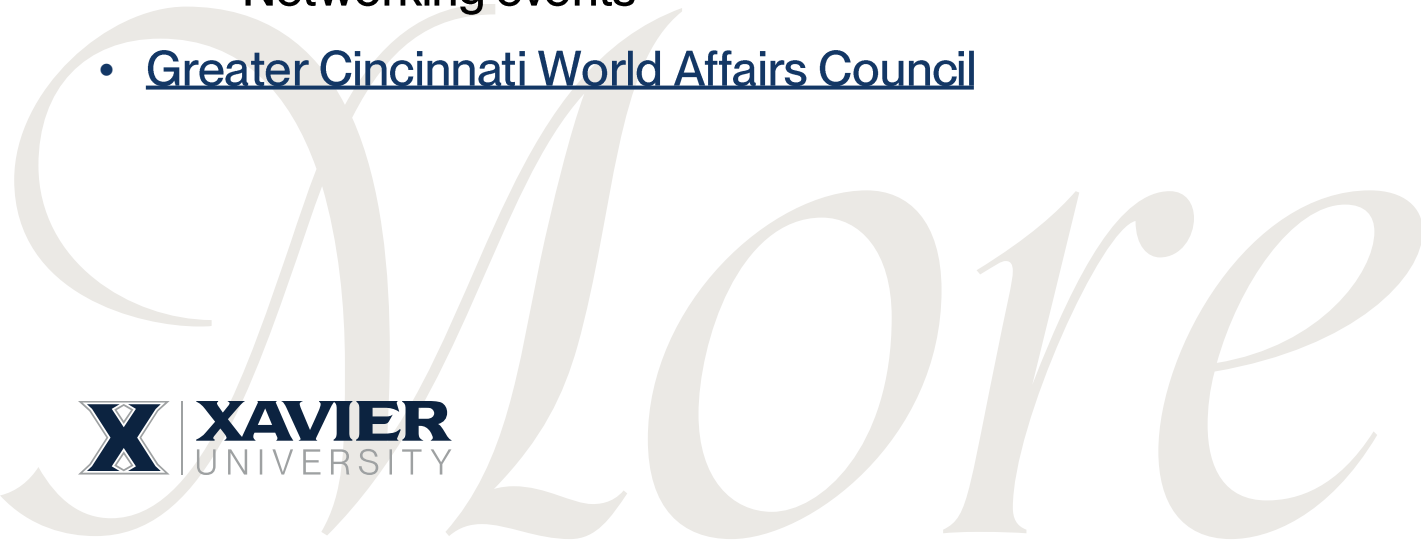


Employment Resources

- [Xavier's Career Development Center](#)
 - Update your resume, cover letter, other app materials, mock interviews
 - Phone: (513) 745-3141
 - Email: career@xavier.edu
 - Appointment Scheduling: [Handshake](#)
 - Job fairs and events (throughout the year and by program or general)
 - Handshake
 - On-Campus jobs section
 - Off-campus jobs in your field, on-campus company interview days
- Career Development Advisor Contacts:
 - Matescia Stroud stroudm2@xavier.edu
 - Cheyenne Edo Osagie edoosagiec@xavier.edu

Networking Resources

- [Cincinnati USA Regional Chamber of Commerce](#)
 - Networking events
 - [CINC – Cincinnati Intern Network Connection](#)
 - Cincy Blend
 - Cincy Socials (for ages 21+)
 - International Chambers
- [Cincinnati COMPASS](#)
 - Networking events
- [Greater Cincinnati World Affairs Council](#)



What is On-Campus Employment?

- The work must take place either at your school or at an educationally affiliated (associated with the school's established curriculum or part of contractually funded research projects at the postgraduate level) off-campus location
 - On the school premises
 - Work that takes place at your school location could be for an on-campus commercial business, like a bookstore or cafeteria, as long as the work directly provides services for students.
 - Employment located on-campus that does not directly involve services to students (such as construction work) or a contract with the school, does not qualify as on-campus employment.
 - Educationally affiliated off-campus location
 - Work with an employer that is contractually affiliated with the school is on-campus employment even if the work site is not located on the campus (such as a research lab affiliated with your school).
- On-campus employment must not displace a U.S. citizen or lawful permanent resident (LPR).

<https://www.ice.gov/sevis/employment#onCE>



What is On-Campus Employment? (continued)

- Limited to 20 hours per week when school is in session. You can work full-time (more than 20 hours) over breaks and in the summer.
- Xavier on-campus employers limit students to 20 hours per week when school is in session and 25 hours per week on breaks and in the summer
- Non-Xavier on-campus employers (ex: Currito, Chartwell's, Follett) may offer more hours (up to full-time) on breaks and in the summer. You are still limited to 20 hours per week when school is in session and it is your responsibility to not go over this limit!
- If you work more than 20 hours per week when school is in session or do not get proper documentation through Xavier's on-campus employment and international office and Social Security, you risk termination of your F1 immigration status
- You are eligible to work on-campus up to 30 days before your program start and through duration of your active program. Eligibility ends after your last day of classes (when you graduate)

<https://www.ice.gov/sevis/employment#onCE>

On-Campus Approval Process

- **Step 1:**

All on-campus employment approval will first go through the Student Employment Office

- **VICKI CLARY**

Student Employment Manager

Human Resources

[Student Employment Website](#)

claryv@xavier.edu

T 513-745-4880

F 513-745-3523

Xavier University

1507 Dana Avenue

Alumni Center, 132

Cincinnati, OH 45207

- **Step 2:**

Bring completed documentation to ISSS office for either Megan or Grace to sign and to complete social security letter request (if applicable)

Requesting a Social Security Number

- If you need to request a social security number for on-campus work, after completing Steps 1 & 2, the international office will also sign your request for social security number.
- If you are requesting CPT authorization and need to request a social security number, you will complete a social security number letter request through the Xavier International Portal (see screen shots in the following slides).
- Once you receive the letter within your Xavier International Portal (under your “documents” section), you will go to the Social Security Administration office to request your SSN.



Xavier University iStudent Portal

YOUR PORTAL FOR ALL YOUR IMMIGRATION QUESTIONS AND NEEDS



140

Students
Hosted



50

Countries
Represented

User Login

Log in to get started.

Log in with Campus ID

Log in with Portal Account

Student Profile preview



Change Picture

Name: Test, Test
Visa Type: F-1
Student ID:
SEVIS ID: N01234567689

Education Level: BACHELOR'S
Campus Site: Xavier (F)
Program Dates: 02/01/2025 - 12/31/2029
SEVIS Status: Initial

1 Special Updates

2 Personal & Program

3 Student Request Forms















Information on this page is pertinent to you a continuing international student.

As a lawfully admitted F-1 or J-1 international student in the US, you are responsible for knowing, understanding, and complying with all regulations that pertain to you. You cannot claim ignorance of the law, so please read the following immigration information very carefully. The following information is only a brief summary of the Department of Homeland Security (DHS) and the Department of State regulations and is not legal advice. Complete information and links to the forms referred to in this booklet can be found on the website of the [U.S. Citizenship and Immigration Services \(USCIS\)](#).

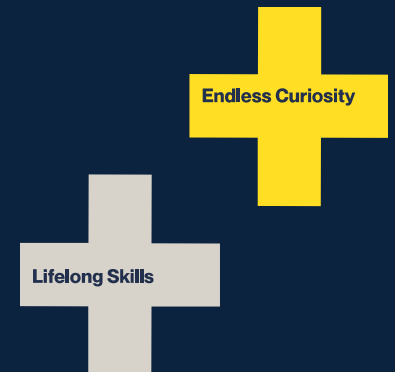
Please contact the ISSS staff in the Center for International Education if you have questions about immigration regulations.
Do not rely on information from a friend.

On this page, you will find pertinent information about how to keep your eligibility. Follow each of the following links to get to important information.

- [Staying in Status](#)
- [Health Insurance Requirements](#)
- [Employment Information](#)

 <p>Emergency Contact Information</p>	 <p>F-1 visa withdrawal Form</p>	 <p>Financial Information Update</p>
 <p>I-20/DS-2019 Extension Request</p>	<p>Intent to Transfer Out</p>	 <p>New Degree Level</p>
 <p>OPT Application Packet</p>	 <p>OPT Employer Update</p>	 <p>Program Information Update</p>
 <p>Reduced Course Load Request Add</p>	 <p>Reprint I-20</p>	 <p>Request Letter of Good Standing</p>
 <p>Request Travel Signature</p>	 <p>Request for Official Letter</p>	<p>SOCIAL SECURITY NUMBER (SSN) SUPPORT LETTER</p>
<p>Shorten Program Request</p>	 <p>Upload your Immigration Documents</p>	

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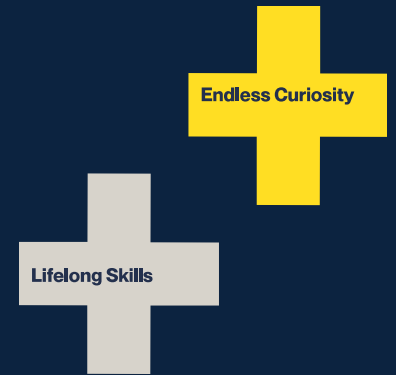


Instruction: During the academic school year, immigration regulations permit F-1 & J-1 students to work a maximum of 20 hours/week. If you are getting paid by Xavier, you must also meet with the Career Development Office, in the CLC. Visit www.xavier.edu/career or call (513) 745-3141.

1 SSN Support Letter (Questionnaire)
Required *

Year/Academic Level *	Employment Start Date *
<input type="text"/>	<input type="text"/>
Number of Work Hours/Week *	MM/DD/YYYY
<input type="text"/>	Name of Employer *
Address of Work Location: *	<input type="text"/>
<input type="text"/>	Employer EIN/TIN #:
Name of Supervisor:	<input type="text"/>
<input type="text"/>	Job Title/Position:
Supervisor's Email:	<input type="text"/>
<input type="text"/>	Supervisor's Phone:
Description of Duties & Responsibilities: *	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

More
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What is Curricular Practical Training?

- Curricular Practical Training (CPT) is alternative work-study, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school and relates directly to your major area of study
- You will request review and approval for CPT by your university (Academic Department/International Office) *after* you have a job/internship position.
- A course of study during the same timeframe as your internship is required for Curricular Practical Training (CPT) – for example, an internship class (including over the summer)
- You are eligible for CPT after you have been enrolled in the F-1 status for one academic year (9 months)
- Xavier may approve part-time CPT for fall or spring semester, and part-time OR full-time CPT for summer semester

<https://www.uscis.gov/policy-manual/volume-2-part-f-chapter-5>

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>

What is CPT? (continued)

- This training should be an integral part of the school's established curriculum (if you aren't sure, meet with your department/academic advisor, early on, to ask, and keep the international office/Megan or Grace copied in).
- Many Xavier programs offer options for you to complete CPT but the course requirements will vary by major (and vary at the undergraduate and graduate levels).
- You must never start working a position before first receiving the approval for CPT and the updated I-20 document that shows the company/organization, hours (part-time or full-time), and dates you will be working.
- If you work off-campus without CPT approval on your I-20, you are breaking U.S. law and risk termination of your F1 immigration status.

<https://www.uscis.gov/policy-manual/volume-2-part-f-chapter-5>

<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-curricular-practical-training-cpt>

Requesting CPT through Xavier's International Portal

- For CPT, complete the Curricular Practical Training (CPT) Packet within [Xavier's international portal](#).
- Meet with your academic/faculty advisor to be sure the position is integral to your major and that you are able to enroll in a class that ties this position back to your Xavier studies
- Request a social security number through the Xavier international portal (if you do not already have one)
- See screenshots, regarding the CPT approval process, in the following slides.

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Apply

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- [Health Insurance Requirements](#)
- [Employment Information](#)

What can we help you with? 



CADIVI



CPT Application Packet



Change of Name and
Address Form

Complete Program
Request



Contact Information
Update



Demographic update



Dependent Information
Create



Dependent Information
Delete



Dependent Information
Update

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Endless Curiosity



Lifelong Skills

Instruction: CURRICULAR PRACTICAL TRAINING (CPT)*Application Process*

Students in F-1 status may participate in an internship/co-op/practicum program defined as “an integral part of an established curriculum”. To do so, you must apply for Curricular Practical Training through specific procedures as established by the United States Citizenship & Immigration Services (USCIS). These training programs can be required or optional, and can be paid, or unpaid. To be eligible, you must have been enrolled fulltime in the F-1 status for one academic year (9 months). CPT permission must be obtained prior to beginning the training program.

Steps to Follow

- 1) Arrange for placement with the Director of the Co-op program or your faculty advisor. Please note that your practical training must be directly related to your field of study.
- 2) Complete Part I of this application and gather any supporting materials (employment offer letter). Meet with your Employment/Site Supervisor and your Academic Advisor to complete Parts II & III.
- 3) Submit this completed application to the Center for International Education, located in the Gallagher Student Center, Room 230, during our advising hours, so a staff can review your materials and answer any questions you may have about CPT.
- 4) Please keep in mind that this type of request can take up to 5 business days to process. Once you are approved for CPT, a new I-20 will be issued to you with the CPT authorization printed on page two of your new I-20.
- 5) DO NOT begin work without your CPT authorization in hand. Students who begin working without written permission in hand will be breaking U.S. law and will be out-of status with immigration.

✓ Submit

Save as Draft

- First, read the full instructions for the CPT Application packet.


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1 Part 1: To Be Completed By The Student (Questionnaire)
Required *

Major (s) Expected Graduation Date:

MMDD/YYYY

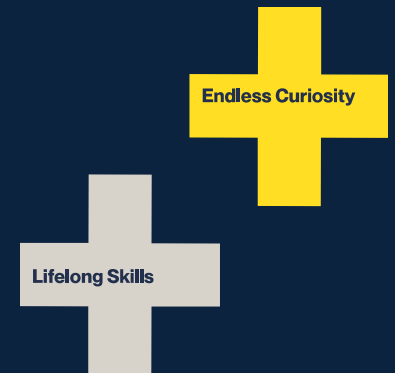
LEARNING CONTRACT - To Be Completed By The Student. Please list 3 Learning Objectives that connect your work, internship or training to your academic course. Meet with your Academic Advisor and reach out to your course instructor (in person or by email) to help determine learning objectives and outcomes. Your instructor may provide you with a course syllabus or additional resources to help with this process. You may wish to consult with your employer or supervisor as well. *

Font - | Size - | Format - | 

- Learning Objectives

- Meet with your employer and your academic/faculty advisor/professor to determine the 3 learning objectives that will help tie this position back to your course of study

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2 Employment Offer Letter CPT (File Upload)
Required *

Employment Offer Letter CPT

Document Type *
Employment Offer Letter CPT

Description
Employment Offer Letter CPT

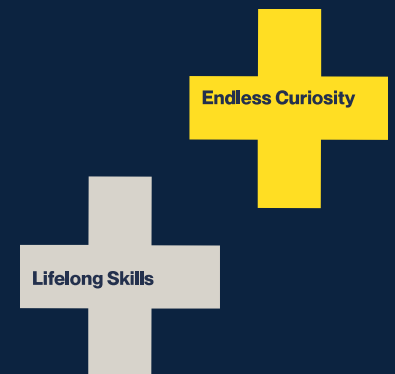
Employment Offer Letter CPT

Browse
or drag a file here

↑ Previous Next ↓

- Request employment offer on company letterhead that includes:
 - Start and end date (corresponding to the dates you will be working within framework of the academic semester)
 - Position title and brief overview of responsibilities
 - If you are unable to request an offer letter, you could send your employer the “CPT Authorization Form” instead. Please request this form by emailing Grace or Megan (see example handout)

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CPT must be approved every semester. Please note that the Request Start Date can be before the semester begins but must be after the previous semester ends. Further, the Request End date can be after the semester ends but must be before the next semester begins.

Request Start Date(MM/DD/YYYY) * ?
MMDDYYYY

Request End Date(MM/DD/YYYY) * ?
MMDDYYYY

CPT Employment Full or Part Time * ?

Employer Name * ?

Address Line 1 * ?
0/60

Address Line 2 * ?
0/60

City * ?

State * ?

Zip Code * ?
numeric data only; 0-9 0/5

Zip+4 Code * ?
numeric data only; 0-9 0/4

Explain how employment is Curricular: * ?
0/250

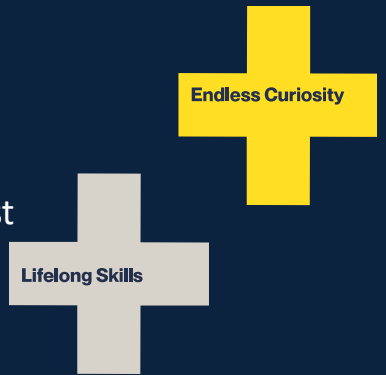
Employment Remarks: * ?
0/250

Student Remarks * ?
0/250

Submit Save as Draft

- Request Start and End dates
 - CPT dates must align with the academic semester dates in which the CPT is taking place.
 - You must be enrolled in the internships or equivalent course for start of semester when you apply
 - START DATE – The start date can be before the semester begins but must be after the previous semester ends
 - END DATE –end date can be after the semester ends but must be before the next semester begins. If you are graduating in current term, your end date would be the last day of classes for the semester.

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3 CPT Questionnaire (Questionnaire)
Required *

Approval

Approver Name *	Approver Email *
Approver Title	Approver Organization
Approver Phone	Approver Role 200 characters remaining

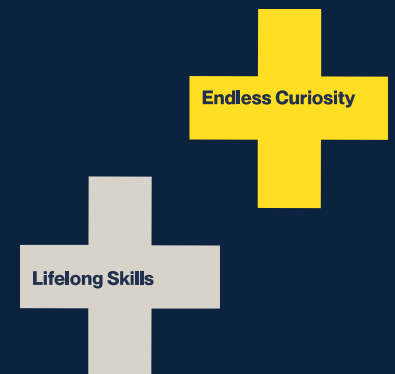
Enter comments to display to the student
4000 characters left

Return Document

Submit

- Approver should be your academic/faculty advisor
- Don't forget to hit "submit"!
- Please plan to follow up with your approver by email as a reminder regarding your request and connect them with ISSS/Megan or Grace if there are any questions

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Required Documents for CPT Application:

- Offer on letterhead from employer or completed Curricular Practical Training Authorization form (request form from Megan or Grace, email to employer, employer will email back to international@xavier.edu).
- Internship course or equivalent registration for the semester you will be authorized for CPT
- Please note: there is no additional cost to apply for CPT, but you will need to be enrolled in the class tying this off-campus position back to your major (even during the summer)

Other Important Items as you prepare to Apply for CPT:

- Include your Academic advisor's full name and email contact in your e-form request. Your academic advisor will confirm the internship is an integral part of your field of study and the class/curriculum piece typing it back to your Xavier major/degree program.
- Register for internship or equivalent course for semester you will be doing CPT
- Send follow up email to academic advisor after submitting the e-form request
- Xavier ISSS will review your e-form request and either follow up with you for additional information or issue you an I-20 with approved CPT *within 5 business days* from when completed request is received
- You can choose to complete the application on your own *or* schedule an appointment with Megan (third, fourth year and Graduate students) or Grace (first, second year students)

After You Apply

- You will receive an email notifying you that your updated I-20 with CPT added has been added to your documents tab within the Xavier International Portal (<http://international.xavier.edu>)
- Print and sign your updated I-20. Keep all old copies of your I-20 but use this new one from now on.
- Provide a copy of your signed I-20 with CPT added to your employer, along with any additional documents (passport, visa, I-94) required for the I-9 employment authorization process
- YOU MAY NOT BEGIN WORKING UNTIL YOU RECEIVE YOUR CPT authorized I-20.
- Email any questions to Megan/Grace or to international@xavier.edu
- It is important to continue to maintain your current address, phone and emergency contact within your SEVP portal/with Xavier ISSS office (international@xavier.edu)

Questions about CPT?

ISSS Contact Information

international@xavier.edu

(513) 745-2864

Megan Lindle (undergrad- 3rd, 4th year & Grad level)
Director, International Student and Scholar Services

lindlem@xavier.edu

(513) 745-4374

Grace Skarzynski (undergrads- 1st, 2nd year)
Assistant Director, International Student Engagement

skarzynskig@xavier.edu

(513) 745-1978

