

STEP-BY-STEP PROCEDURES FOR CURRICULAR PRACTICAL TRAINING APPROVAL FOR BBA STUDENTS

DEFINITION: The BBA Career Management Center (CMC) and the International Student and Scholar Programs (ISSP) have structured an internship program which complies with the US Citizenship and Immigration Service's (USCIS) definition of Curricular Practical Training (CPT). Curricular Practical Training allows F-1 visa holders to work off-campus and be paid as part of an internship experience.

ELIGIBILITY: F-1 students are eligible for Curricular Practical Training if they have maintained status for **one academic year**. F-1 students are eligible for part time or full time employment. Employment for 20 hours or less a week while the student is simultaneously enrolled for classes is considered part time. Employment for more than 20 hours per week is considered full time.

- Step 1: Student meets with Kim Molee or Douglas Cooper in the CMC. They will prepare four documents for the student:
- a) CPT letter to employer
 - b) Internship Program Approval Form
 - c) Internship Program Memorandum of Understanding
 - d) Satisfaction of Requirements checklist

The student must bring an offer letter (signed and on company letterhead) and a job description, if available (this is not always possible).

Student and BBA CMC complete all forms and make copies of everything, including the Internship Program Approval Form from the ISSP. BBA CMC keeps all copies in student's file – the student keeps the originals.

- Step 2: Student then delivers the CPT letter to employer and Memorandum of Understanding to employer for signature and review. (Memorandum of Understanding may be faxed.)
- Step 3: Student must schedule an appointment with Ursula Spitzer in the ISSP, and bring the following **completed** forms to the appointment:
- a) **I-20** (original)
 - b) **Passport, I-94, visa**
 - c) Completed **Internship Program Approval Form**
 - d) Completed **Memorandum of Understanding**
 - e) **Letter from Employer** stating whether work is full or part time, description of the job, location of the job, and the exact dates of employment.

Upon receipt of student's documents, Ursula will submit a notification to SEVIS that student is authorized to work under CPT. Students are not authorized to work until they have received a new I-20 with the CPT authorization on it. ISSP keeps all copies in student's file; the student keeps the originals.

- Step 4: Student returns to ISSP the following business day to sign and pick up new I-20 with CPT authorization. This becomes the student's new and current I-20; however, students should keep all previously issued I-20s for their records. **Please note:** The authorization needed on the I-20 cannot be obtained the same day that the ISSP advisor receives the documents. It will take at least 24 hours for the I-20 to be ready for student's signature and pick-up. Students should plan the commencement of employment accordingly.

SPECIAL NOTE: Students who have received one year or more of full time Curricular Practical Training are NOT eligible for Optional Practical Training upon graduation. Part time Curricular Practical Training (20 hours or less a week) is not counted toward the one-year threshold at which the student loses eligibility for Optional Practical Training.

For more information: <http://www.emory.edu/ISSP/students/fl/cpt.htm>. Questions? Please contact an ISSP advisor at 404-727-3300.

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INTERNSHIP PROGRAM APPROVAL FORM
Required Information for F-1 Students Seeking an Internship

The Office of International Services and Programs has determined that, as an F-1 student, you are eligible to participate in the Internship Program through Curricular Practical Training.

Designated School Official's Signature

Date

DSO's Name/Title

Student Name: _____ Student I.D. #: _____

Social Security #: _____ Major: BBA

E-mail: _____ Phone Number: _____

Name of **Employer**: _____

Name of Supervisor: _____ Title: _____

Address: _____

City

State

Zip Code

Phone: _____ Fax: _____ E-mail: _____

Start Date: ___/___/___ End Date: ___/___/___ Hours/Week: _____

The student named above has satisfied the requirements for participation in the Career Management Center's Internship Program and has signed a *Memorandum of Understanding* outlining the student's responsibilities in the program. The Career Management Center also verifies that the job placement is directly related to the student's field of study and is an appropriate placement for the student's degree level. Please process this student for curricular practical training. Find attached the original letter of job offer from the employer.

Signature from Office of Career Services

Date

Name/Title of Person Signing (Please Print)

Extension

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INTERNSHIP PROGRAM

MEMORANDUM OF UNDERSTANDING

Purpose of the Internship Program

The Internship Program is designed to enhance BBA course work by allowing students the opportunity to participate in experiential learning activities related to their course of study in the context of an internship.

Roles

School – Goizueta Business School will supervise students participating in the Internship Program. Supervision includes:

- ◆ Sponsoring and structuring the Internship Program.
- ◆ Establishing a monitoring/evaluation system for the student to report to the School on summer internship activities and for the School to evaluate the student's performance.
- ◆ Serve as a resource to both the student and the employer.

Student – The student assumes the following responsibilities of participation in the Internship Program:

- ◆ Adhere to the employment agreement with the employer (duration of internship, duties, schedule, etc.).
- ◆ Contact Doug Cooper or Kim Molee in the Career Management Center each month via email at Douglas_Cooper@bus.emory.edu or Kim_Molee@bus.emory.edu. The student should provide a brief summary of the previous month's activities highlighting new skills, project participation, training, etc. Failure to report may result in dismissal from the Program.
- ◆ Obtain the Performance Evaluation Form from the Career Management Center at close of internship and provide it to the employer for completion.

Employer – As the employer of an Internship Program student, we ask that you do the following:

- ◆ Provide opportunities for new skill development and experiential learning activities.
- ◆ Provide guidance and mentoring when available.
- ◆ Complete a Performance Evaluation Form, provided by the school, at the completion of the Internship. Please fax the completed form to the Career Management Center at (404) 727-9740. (Evaluation forms will be delivered by the student in the final month of the internship.)

Please sign below and return this original memorandum to Douglas Cooper at the address below:

Goizueta Business School
Career Management Center
1300 Clifton Road, Suite 327
Atlanta, GA 30322
Fax: 404-727-9740

Employer's Signature

Date

Student's Signature

Date

**SATISFACTION OF REQUIREMENTS
FOR
CURRICULAR PRACTICAL TRAINING**

To: Designated School Official, International Student and Scholars Program

Student Name: _____ Date: _____

Internship Company: _____

Location: _____

Phone: _____

The student named above has satisfied the requirements for participation in the Career Management Office Internship Program and has signed a Memorandum of Understanding outlining the student's responsibilities in the program. The Career Management Center also verifies that the job placement is directly related to the student's field of study and is an appropriate placement for the student's degree level. Please process this student for Curricular Practical Training. Find attached the original offer letter from the employer.

_____ Submission of a description of the internship (offer letter may serve as the description).

_____ Completion of the Internship Program Approval Form

_____ Receipt of the CPT Procedures

_____ Receipt of the introductory letter to the employer and Memorandum of Understanding

_____ Agreement to contact Douglas Cooper or Kim Molee via email (Douglas_Cooper@bus.emory.edu or Kim_Molee@bus.emory.edu) at the end of each month of the internship via email.

Please process this student accordingly. You may contact me directly at (404) 727-4784 if you have any questions.

Thank You,

BBA Career Management Center