

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

DEFINITION: The MBA Program Office, 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. ISSP's policy is to require authorization even for unpaid internships because it is seen as work that is compensated.

ELIGIBILITY: F-1 students are eligible for Curricular Practical Training after they have maintained status for **one academic year (two semesters)**. 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 and is allowed only during breaks from school.

Step 1: Student meets with Harriet Ruskin in the MBA Program Office. Harriet 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). The offer letter should include whether work is full or part time, description of the job, location of the job, and the exact dates of employment. Harriet and student complete all forms and make copies of all documents. Harriet will keep 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 drops off the following documents to Laura Simkiss in the ISSP office* (Student may schedule an appointment if preferred.):

- a) Any **updated copies of I-20(s), Passport, I-94, visa stamp** that may not be in student's file in ISSP (This is only if there is any changed/updated document that the student has not provided to ISSP for photocopying.)
- b) Completed **Internship Program Approval Form**
- c) Completed **Memorandum of Understanding**
- d) **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.

*** If student chooses to drop off documents**, student should contact Laura to verify when she will be able to process their request. Standard processing time is 5 business days. Upon receipt of student's documents, Laura 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 once notified by Laura 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.

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

The Office of International Students and Scholars 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: MBA

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 MBA Internship Program and has signed a *Memorandum of Understanding* outlining the student's responsibilities in the program. The MBA Program Office 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 MBA Program Office

Date

Name/Title of Person Signing (Please Print)

Extension

INTERNSHIP PROGRAM

MEMORANDUM OF UNDERSTANDING

Purpose of the Internship Program

The Internship Program is designed to enhance MBA coursework 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 your Harriet Ruskin in the MBA Program Office each month via email. The student will 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 send the completed form via email to Internship_Program@bus.emory.edu or via fax to (404) 712-9648. (Evaluation forms will be delivered to the employer by the student in the final month of the internship.)

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

Harriet Ruskin
Goizueta Business School
MBA Program Office
1300 Clifton Road
Atlanta, GA 30322
Fax: 404-712-9648

Email: MBA_Internship_Program@bus.emory.edu (scanned documents only)

Employer's Signature

Date

Student's Signature

Date

Student Name Printed

**SATISFACTION OF REQUIREMENTS
FOR
CURRICULAR PRACTICAL TRAINING**

To: Designated School Official, International Student and Scholars Program

Student Name: _____ Date: _____

Internship Company: _____

Location of Internship: _____

Phone: _____

The student named above has satisfied the requirements for participation in the MBA Internship Program and has signed a Memorandum of Understanding outlining the student's responsibilities in the program. The MBA Program Office 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 Harriet Ruskin at the end of each month of the internship via email (MBA_Internship_Program@bus.emory.edu).

Please process this student accordingly. You may contact me directly at (404) 727-6644 if you have any questions.

Thank You,

Harriet Ruskin
Director, Full-time MBA Program Office
International and Joint Degree Programs