U.S. Internship Authorization for F1 Students at F&M

As an F&M Student with an F-1 visa you MUST follow the steps below in order to legally intern in the United States, either paid or unpaid. If you do not follow these steps and obtain legal authorization to work, you could put your F-1 visa status in jeopardy.

**Terms**

IFC - Internship for Credit (on your academic record, internship with academic component)
CPT - Curricular Practical Training (work authorization for F-1 students to do an internship)
Faculty Sponsor - F&M faculty member that will oversee/mentor the academic component of your IFC

**Eligibility:**
- Completed one academic year of study in order to be eligible for CPT
- Already declared a major (internship must be related to the major)
- Complete the entire IFC application process with OSPGD (and have it approved)
- Enroll in the credit (and pay for it if necessary)
- Adhere to credit load limits, and GPA requirements (2.5 cumulative!) to do an IFC

**Steps Towards Finding an Internship & Securing the Proper Work Authorization**

1. Find and secure an internship directly related to your declared major (minors don’t count!):
   - Start early and utilize OSPGD Resources:
     - **OSPGD Website:** [http://www.fandm.edu/ospgd](http://www.fandm.edu/ospgd)
     - **OSPGD Facebook:** [https://www.facebook.com/OSPGD](https://www.facebook.com/OSPGD)
     - **F&MConnects:** [https://fandm-csm.symplicity.com/sso/students](https://fandm-csm.symplicity.com/sso/students)
       - Jobs and internships for F&M students and alumni are posted in this system
       - Type in your Net ID & Password
       - Click on Jobs Tab > F&M Opportunities > Run advanced search and filter by internships related to your major

   - **OSPGD Resource Library (resume guides, networking guides, etc):**
     Login to F&MConnects > Resources tab > Resource Library sub tab

   - **Going Global:** [https://online.goingglobal.com](https://online.goingglobal.com)
     Create a free account with F&M’s license of the program, view the Country Guides, US Cities Guides, & H1B Info for internship search advice

   - **PSSI Program & F&M Works** (both types of positions are selected and arranged through the Ware Institute):
     [http://www.fandm.edu/ware/what-we-do/internships](http://www.fandm.edu/ware/what-we-do/internships)
     *Both the PSSI (Public Service Summer Internship) and Works programs are opportunities to work in the community with a local Lancaster organization using your professional skills. Applications are usually accepted and reviewed in the spring semester.*
     *Apply for PSSI internships related to your major through the Ware Institute for the summer. It is a nine-week program that takes place in June and July. Successful applicants are paid by the College. **You will need to register for the IFC course, paying separately for the half or full credit, to get CPT authorization to legally work.***
     *Apply for F&M Works internships related to your major through the Ware Institute for the academic year. Successful applicants are paid by the College. **Note that you will need to arrange separate CPT and IFC approval for each semester, Fall and Spring.**
LinkedIn: www.linkedin.com
Professional networking website for connecting with alumni and professionals
LinkedIn Alumni Tool: www.linkedin.com/alumni
Once logged into your LinkedIn account you can access this link to search and identify alumni by city, employer, and occupation

2. Complete Internship for Credit (IFC) Application:
   - You must first have a secured internship offer from a U.S. employer (see step 1)
   - Fill out F&M’s IFC Application (link provided below)
   - Remember to attach your internship description
   - Find a faculty sponsor and draft education plan
   - Hand in completed IFC Application at OSPGD for approval (no appointment needed)
   - Register and pay for 0.5 or 1.0 credit (if taken during summer)

F&M’s IFC Application:
Assistance Understanding and Completing the IFC Application:

3. Gain Curricular Practical Training (CPT) Authorization:
   - Curricular Practical Training (CPT) is employment authorization for an academic experience (an internship) off-campus that is an integral part of your degree program and directly related to your major. It is for paid or unpaid work.
   - Confirm that OSPGD has contacted International Programs regarding your IFC approval and CPT authorization has been completed by Jessica or Jackie.
   - Once CPT is authorized a new I-20 will be produced; save this for your records. You might need to show it to your employer as proof of your legal ability to work. Now you are authorized to start legally working.
   - Limitations to remember: During the academic year you can only work 20 hours per week (this includes adding in any on-campus job you might also have). During the summer, you are allowed to work up to 40 hours per week.

Where to go for help:
Step 1: OSPGD, Faculty Advisor and Mentors, International Student Services (basic questions)
Step 2: OSPGD, Faculty Sponsor, Academic Advisor
Step 3: International Student Services

Upcoming Events:
   * November 5, 2015: Immigration Attorney Presentation on the H1B and the path to Permanent Residency (4:45p - Stahr Auditorium, Stager Hall)
   * This spring for rising-seniors: Your Plan for After F&M: Study and Work (in the US and Abroad), and Other Options for F-1 Students (TBD)