

## **International Student Practical/Internship Training Guidelines**

The following guidelines have been established in order to aid ISPP/Chicago International Students pursuing Practical/Internship Training. All guidelines are based on INS Regulations.

### **Curricular Practical Training**

Students enrolled in a college, university, conservatory, or seminary whose training programs are “*an integral part of an established curriculum*” may apply to the DSO for curricular practical training authorization. Such training is defined as “alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” (INS Regulation [8 CFR 224.2(f)(10)(i)])

### **Unpaid Internship vs. Paid Internship**

Since, ISPP/Chicago training programs are “*an integral part of an established curriculum*”, students who except paid internship are within INS guidelines.

### **Curricular Practical/Internship Training Work Hours**

20 or fewer hours is considered part time and requires concurrent coursework during the academic year to maintain status as a full-time student.

20 or more hours considered full-time.

INS counts only full-time curricular practical training in determining eligibility.

### **Eligibility and Procedures**

All International Students pursuing Practical/Internship Training must contact the Director of Student Services to start INS process.

1. Students must present a job offer to the Designated School Official (DSO), for ISPP/Chicago, the Director of Student Services.
2. DSO to authorize training with a specific employer, at a specific location, for a specified period.
3. Students to submit the following to DSO
  - A. Form I-538 - Notification by Designated School Official for Nonimmigrant Student Program Extension, School Transfer, or to Accept or Continue Employment (copy attached)

- B. Form I-20A – Certificate of Eligibility for Nonimmigrant (F-1) Student Status – For Academic and Language Students (copy attached)
4. DSO responsibility includes:
- A. Certify Form I-538 and send form to the INS Data Processing Center
  - B. Endorse student’s Form I-20 with full-time curricular practical training authorized for (employer), at (location), from (date) to (date)
  - C. Sign and date form I-20 ID before returning it to the student. A student may begin curricular practical training only after receiving the Form I-20 ID with the DSO endorsement.

Any questions regarding the above guidelines should be directed to the Director of Student Services.