International Students’
Guide to Internship for Credit Program
SPRING 2020

Receive (3) studio elective credits and legally work in the U.S. for the semester! *See Page 5

To qualify, you must be a junior, senior or graduate student with a GPA of 3.25 or higher who have been in full-time F-1 status at SVA for one full academic year. If you do not meet those requirements you must get your Department Chair's approval to participate in the internship.

The application cycle for the Spring 2020 semester is open from December 4 – January 17 on CareerLink. You must have your application processed and approved before you begin your internship.

(Note: BFA Illustration and Cartooning students must also get your Department Chair's approval to apply.)

Important Dates

Online application opens: Wednesday, December 4
FIRST DAY students may work: Monday, January 13, first day of Spring semester
(if application and CPT are approved and processed)
International students' application deadline to BEGIN work on January 13: December 12
Online application closes: Friday, January 17
Online internship course begins: Week of February 10
All internship coursework due: Friday, April 17
LAST day students may work at internship: Monday, May 4

Requirements to Qualify

Credits
To receive credit, you must:
• Complete 150 hours of work between the first and last days of the semester
• Track your hours weekly on CareerLink
• Complete a Midterm and a Final Self Evaluation
• Participate in the weekly online course
(Coursework is optional for graduate students and students who have participated in the program.)

This is a Pass/Fail course. Failure to complete coursework will result in an F.

Tuition Waiver
Tuition costs may be waived for the internship course under the following circumstances:

Fall/Spring semesters:
To qualify, you must either
1. Be taking 15 credits before the internship; OR
2. Be a part-time graduating senior who does not need the internship credits to graduate.

Summer semester:
To qualify, you must be returning as a full time
Things to Keep in Mind

1. **You must get hired for an internship before applying to this program.**

2. Your internship must be designed for you to work directly with a professional in your field. Freelance work or remote work does not meet this requirement.

3. Your application requires 2-3 weeks from the date you submit your application to when you can begin your internship to allow enough time to process your CPT. **For example, if you want to begin working on January 13, you must submit your application by December 12 at the latest.**

4. Your internship work dates must fall between **January 13 and May 4.**

5. You must complete 150 hours in this internship over the semester (Please note that some graduate programs have their own requirements.)

6. During the semester, you may work no more than 20 hours per week.

7. The internship may be paid, unpaid or offer a stipend in addition to receiving credits.

8. During the semester, **undergraduates** taking their first internship for credit will participate in weekly online discussion questions and course work on Canvas. This is required for you to receive the (3) studio elective course credits.

9. We encourage you to meet with a counselor to discuss job search strategies, resumes and cover letters. To make an appointment, you can visit [svacd.youcanbook.me](http://svacd.youcanbook.me)

10. Employers are required to provide you a work station, computer and the required programs for your internship. If an employer requires you to use your own laptop and provide programs, please notify Career Development.

11. You may be asked to sign forms such as a confidentiality agreement when hired. Please take the time to understand all of the documents you are signing and be sure to keep a copy of each document for yourself. If you have any questions, you can reach out to Career Development via email or schedule an appointment online.
Before Applying Online

Be sure you have all the following information prepared for the online application:

☐ How will this internship relate to your professional development and your short- and long-term career goals?

☐ What is your agreed upon work schedule?
What days of the week, and what hours each day?
*We discourage you from working more than 150 hours total for the semester unless you are getting paid, but it is up to you to create a schedule that works for you.*
*Many students in unpaid internships work about two days per week for 16 hours a week for 10-12 weeks.*

☐ Who is your Academic Advisor?

☐ For Fall/Spring internships: How many credits are you registered for before the internship?

☐ For Summer internships: Are you returning in the coming Fall as either a full-time student or a part-time graduating senior?

☐ Company information
  - Company name
  - Company address
  - Company website
  - Your supervisor's name
  - Your supervisor's job title
  - Your supervisor's email address
  - Your supervisor's phone number

☐ What are your internship duties and responsibilities?

☐ Is your internship paid or unpaid?
If paid, how much?

Share the Employer Guide with the Hiring Manager and/or your supervisor. This can be found online at [sva.edu/career](http://sva.edu/career), or email Career Development directly for the PDF.

☐ What type of visa do you have?

☐ Do you have your Letter of Hire as a PDF and ready to upload?
*IMPORTANT: Your Letter MUST follow the template on the last page PRECISELY. The Letter MUST list a Start Date that is 2-3 weeks from the date you submit your online application. Failure to follow either of these guidelines means we will return your application for corrections!*

*Please note, information on your Letter of Hire must match the online application exactly.*
Process of Applying

1. **Letter of Hire**: Obtain a Letter of Hire from your employer. This is required by the U.S. Government. Details on the last page. Note, a Letter of Hire is NOT your Letter of Employment or Offer Letter.

2. **Online application**: Complete the Internship Application form with your personal AND employer’s information. Your employer will later verify their information. This application should be submitted 2-3 WEEKS from your work start date.

3. **Application review**: Career Development will review your application and will email you when it has been approved. If there are any problems with your application, we will contact you directly.

4. **Employer review**: Once approved by Career Development, your employer will review and verify the information you’ve entered.

5. **Course registration**: Once your employer has approved your application, we will request that your Academic Advisor register you for the internship course.

6. **CPT approval**: International Student Office (ISO) will review your application and process your CPT. Once ready, they will notify you to pick up your new I-20.

   **YOU CANNOT BEGIN WORKING UNTIL YOU RECEIVE YOUR NEW I-20!** It takes 2-3 weeks for your application to get approved and to receive your new I-20, so **build this time into your planned start date**. Please note, you need a new I-20 each semester.

7. **Begin work**: Once you have picked up your new I-20 from ISO, you may begin working at your internship.
F-1 International Students and CPT

Curricular Practical Training (CPT) gives international students legal authorization to gain employment training such as an internship. International students who wish to work in an internship (either paid or unpaid) must apply to the Internship for Credit Program in order to obtain the necessary CPT (and I-20 form). You are unable to work in the U.S. without participating in the Internship for Credit Program.

Eligibility

Only F-1 students are eligible for CPT, and all F-1 students must apply and be approved for CPT in order to do an internship. By law, international students must have been in full-time F-1 status at SVA for one full academic year. Graduate students are eligible for CPT in the first year ONLY if the internship is required by their department.

If your visa status is other than F-1, please contact ISO to learn about your other employment options.

Work hours

CPT authorization is for a maximum of 20 hours per week during the Fall and Spring semesters. During the summer, CPT can be authorized for full-time employment exceeding 20 hours per week.

Compensation

Internships for Credit and CPT can be paid or unpaid. You must be approved for CPT even for an unpaid internship.

Important reminders

- Do not begin working until you have CPT authorization and have your new I-20. Failure to do so is a serious violation of immigration law and your visa status.

- The CPT is only valid for the employer and duration listed on your new I-20. A new application is required for future internships.

- The application process must be completed by the application deadline each semester.

- If you wish to apply for a Social Security Number (SSN), contact ISO for assistance.

To Qualify for CPT

- You must have been in valid F-1 status for one academic year.

- You must have your new I-20 in hand to start working at your internship (it is illegal to start work without a CPT authorized I-20, even for unpaid internships).

- The internship must be related to your major.

- You must complete CPT during the authorized semester and reapply for CPT each semester whenever you participate in the Internship for Credit Program.

- You can work no more than 20 hours per week during Fall and Spring semesters. You can work full-time during the Summer semester.

- Your start and end dates indicated on your online application must match the dates on your employer’s Letter of Hire.
Letter of Hire Template

International students MUST submit a Letter that follows this template precisely. Save this as a PDF and upload it in your online application. **Do not submit your offer letter.**

OFFICIAL ORIGINAL COMPANY LETTERHEAD
BUSINESS ADDRESS

Date

To whom it may concern:

(Student’s Full Legal Name) will intern with (Company’s Name) during the (Fall or Spring or Summer 20__) semester. The internship will begin on (Start Date - must be on or after stated semester start and leave 2-3 weeks for application processing) and end on (End Date – must be no later than stated SVA semester end date). (Student’s Name) will work (Days and Hours Each Day, i.e. Tuesday 10AM-6PM and Thursday 10AM-6PM), which accounts for (Number of Hours) per week. This internship is (Paid or Unpaid) at the rate of (Compensation – for internships totaling over 200 hours, intern should be paid at least NYS min. wage--$13.50/hr for companies with 1-10 employees; $15.00/hr for companies with 11+ employees).

This opportunity is designed to give (Student’s Name) professional work experience in his/her/their field of study. She/He/They will be working with (Supervisor’s Name, Title) who can be reached at (Phone Number/Email). While interning with (Company’s Name) at (Company’s Office Address if it does not match business address listed at the top), (Student’s Name) will be (Internship Description and duties).

Sincerely,

SIGNATURE of Company Representative

TYPED NAME of Company Representative
Letter of Hire Information

The following information is non-negotiable for the Letter of Hire:

- Letterhead
- Business Address
- Student’s Full Legal Name
- Company Name
- Semester and Year of Internship
- Start Date
- End Date
- Days Student will be working
- Hours per day Student will be working
- Total hours per week Student will be working
- Compensation (paid or unpaid)
- Supervisor Name, Title
- Supervisor’s contact information
- Signature
Using Careerlink: Applying Online

1. Go to careerlink.sva.edu, go to STUDENT/ALUMNI, and log in using your MySVA login info.
2. In the left-hand navigation, click on My Account. Then click Internship for Credit Program.
3. Click on the button that says APPLY FOR INTERNSHIP.
4. Complete all required fields. You can SAVE AS DRAFT at the top or bottom of the form.
5. Read and agree to the course requirements before submitting your application. When finished, click SUBMIT to send it on to SVA Career Development for review.

Pending Application
Once submitted, it will appear as PENDING until both Career Development and your employer have approved it. If it requires editing, you will be emailed directly. DO NOT open a new application to submit updated materials.

Approved Application
Once approved, your advisor will register you for the course and notify you once that is done. US students may begin working after registration. International students must wait until they are notified to pick up their new CPT/I-20 from ISO before they can begin working at their internship. All notifications will be sent to students via email.
Using CareerLink: Tracking Your Internship Hours

Start tracking your hours weekly as soon as you begin your internship. You must submit 150 hours online by the end of the semester.

1. Log into careerlink.sva.edu using your MySVA login info.
2. In the left-hand navigation, click My Account. Then click Internship for Credit Program.
3. Under the name of your current internship, you’ll see your options. Click on

![CareerLink Interface]

4. Enter the Week Start Date and End Date, and the number of hours you worked that week.

![Track Hours Interface]

5. To add another week of hours, click the ADD HOURS button. Do not click this if you are done adding hours for now. All boxes must be filled to successfully submit hours.

6. When you’ve finished adding the hours you wish to add at this time, click SUBMIT.
Using Careerlink: Completing Midterm & Final Evaluations

Career Development will notify you throughout the semester when it is time to complete each evaluation. These items must be completed by the end of the semester.

1. Log into careerlink.sva.edu using your MySVA username and password.

2. In the left-hand navigation, click My Account. Then click on Internship for Credit Program.

3. Under the name of your current internship site, you’ll see several options. Click on either ✍️ Midterm Evaluation or ✍️ Final Self Evaluation and complete the fields in the evaluation.