

## Graduate Co-op & CPT Minimum Requirements and Registration Process

Table 1

Fall, Spring, and Summer Semesters		
Status	Number of Hours Per Week	Number of Weeks
Full-Time	30+ hours per week	10+ weeks*
Part-Time	10-15 (not to exceed 20) hours per week **	10+ weeks*

*\*10 weeks is the minimum acceptable amount of time that gives students a valuable experiential learning experience, and ideally should fall within the semester start and end dates. Students are permitted to start as early as the first day of the break before their co-op term begins, and end by the first day of classes of the following semester/term.*

*\*\*Carrying a course load of 6-12 credit hours or registered for Continuation of Thesis + FTE (if applicable).*

### Co-op Experiential Learning

- For complete information about co-op and internships for CAD students, visit: <http://tiny.cc/cadco-op>. RIT co-op program overview, including recommended co-op start and end dates, can be found here: [www.rit.edu/careerservices/co-op](http://www.rit.edu/careerservices/co-op).
- Co-ops and internships are *not required* for any of the CAD Graduate Degree Programs. A co-op option is not available to the IMGART-MFA, INTEGDE-MS, MEDART-MS, and VISART-MST students.
- Students must be in good academic standing with a **minimum of a 3.0 GPA** and have completed one academic year.
- Students are not eligible for co-op after they have completed all their degree requirements.
- Students are expected to continue working on their thesis documentation while on co-op.
- Total duration of co-op work should not exceed one year.
- If you are interested in doing a co-op or internship, please make an appointment with your career services coordinator in the **Office of Career Services and Cooperative Education** (*prior* to doing a co-op/internship search). [www.rit.edu/careerservices](http://www.rit.edu/careerservices)
- Offer letters must state: company name and address; student name and job title, hours per week, and position start and end date (should align with RIT semesters).

### CPT (Curriculum Practical Training)

- For more information, see: <https://www.rit.edu/studentaffairs/iss/immigration-visas/f-1-employment>
- CPT is work before completing requirements for a graduate degree program.
- CPT is not available to the IMGART-MFA, INTEGDE-MS, MEDART-MS, and VISART-MST students.
- Students must be in good academic standing with a **minimum of a 3.0 GPA** and have completed one academic year on campus. (2 academic semesters: fall and spring).
- CPT must be a temporary position that is directly related to the student's field of study and be an integral part of an established curriculum.
- CAD International students can take a maximum of two (2) semesters of Curriculum Practical Training.
- Students are expected to continue working on their thesis documentation while on CPT.
- Offer letters must state: company name and address; student name and job title, hours per week, and position start and end date (should align with RIT semesters).
- Students **CANNOT** start working until they have their new CPT I-20 in hand.

See back for Co-op/CPT Registration Process →

# Co-op Experiential Learning & CPT Registration Process

Students must register Co-op/CPT with both the **Office of Career Services and Cooperative Education** and on **SIS**.

1. Email your Graduate Director for approval and attach your offer letter. Please cc your academic advisor in the CAD Student Services Office. [Offer letters must state: company name and address; your name and job title, hours per week, and position start and end date (should align with RIT semesters).]
2. If approved, report your job to the Office of Career Services and Co-op Form: <https://www.rit.edu/reportco-op>
3. After your co-op is reported and approved by the Office of Career Services and Co-op Services system, CAD Student Services will determine if your Co-op/CPT is considered full-time or part-time for registration purposes and register you in SIS. (See table 1)
  - If your Co-op/CPT registration occurs during the first 2 weeks of a semester, Student Services will add Co-op/CPT to your schedule and drop your COT registration.
  - If your Co-op/CPT registration occurs after week 2, Co-op/CPT will be added, but COT will not be dropped.

*Please note: Each term is a new block, so registration in both systems is required every term of the co-op.*

*For CPT Approval only:*

4. Once you are registered in SIS, go to <https://www.rit.edu/studentaffairs/iss/> (ISS Forms & Handouts/Employment/Curricular Practical Training Request Form)
  - Upon completion of the CPT Request form please click on the "Submit" button at the bottom of the page. This action will open up an email to [isscpt@rit.edu](mailto:isscpt@rit.edu). Please attach the following information to the email before sending it:
    - Screen shot of your registration in SIS for this co-op. The registration must be for the term(s) in which you are requesting Curricular Practical Training.
    - Copy of your employment offer letter.
  - When your form is received, an ISS advisor will create a new SEVIS I-20 with CPT Authorization on it. You will receive an email when the new I-20 is available to be picked up in International Student Services. (This generally takes 2-3 days.)
  - Please note – you **CANNOT** start working until you have the new CPT I-20 in hand.
5. Enjoy your Co-op/CPT experience!

## Office of Career Services and Cooperative Education

Website: [www.rit.edu/careerservices](http://www.rit.edu/careerservices)

### Contact Information:

Bausch & Lomb Center, 1st Floor  
585-475-2301 phone  
[careerservices@rit.edu](mailto:careerservices@rit.edu) email

### Drop-in Hours:

Monday through Friday  
8:30 am – 4:30 pm

### Mailing Address:

Office of Career Services and  
Cooperative Education  
Rochester Institute of Technology  
57 Lomb Memorial Drive  
Rochester, NY 14623

## International Student Services Office (ISS)

Website: [www.rit.edu/studentaffairs/iss/](http://www.rit.edu/studentaffairs/iss/)

### Contact Information:

Mezzanine Level – Student Alumni Union  
585-475-6943 phone  
585-475-7419 fax  
[iss@rit.edu](mailto:iss@rit.edu)

### Walk-in Hours:

Monday, Wednesday, Friday 2pm-4pm  
Tuesday, Thursday 10am -12pm  
<https://rit.zoom.us/j/446908886>  
To join by phone: (646) 558-8656  
(Please enter meeting ID 446 908 886 followed by #)

### Mailing Address:

International Student Services  
Rochester Institute of Technology  
42 Lomb Memorial Drive  
Rochester, NY 14623