

Undergraduate Co-op and CPT Minimum Requirements and Registration Process

Table 1: Minimum Requirements

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

Co-op and Internship

- RIT co-op program overview, including recommended co-op start and end dates, can be found here: www.rit.edu/careerservices/co-op.
- Co-ops are not credit bearing; Internships are credit bearing.
- Co-ops are only required for the PHIMTEC-BS program. Co-ops and internships are *not required* and therefore are optional for the rest of the CAD Undergraduate Degree Programs.
- Students must be in good academic standing with a **minimum of a 2.5 GPA** and have completed one academic year.
- Students are **not** eligible for co-op after they have completed all their degree requirements.
- 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
- Offer letters must state the following: company name and address, student name, job title, hours per week, position start, and end date (should align with RIT semesters).
- For Internships, please see the Internship Approval form: <https://inside.cad.rit.edu/current-students/faqs/internship-and-co-op-info/>

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 an undergraduate degree program.
- Students must be in good academic standing with a **minimum of a 2.5 GPA** and have completed one academic year on campus. (two 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.
- Offer letters must state the following: company name and address, student name, job title, hours per week, position start, and end date (should align with RIT semesters).
- Students **CANNOT** start working until their new CPT I-20 has been processed by RIT and received by the student.

Undergraduate Co-op and CPT Reporting and Registration Process

Students *must*:

- **Report** Co-op/CPT with the **Office of Career Services and Cooperative Education** (for up to two terms following the co-op experience). AND
- **Register** on **SIS** *no later than* the add/drop period of the term that follows the co-op experience.

Reporting and Registration Process

1. Report your job to the Office of Career Services and Co-op Form: <https://www.rit.edu/reportco-op>
 - **For PHIMTEC-BS majors and CPT Only:** Email your Undergraduate Program Director 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. 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 will register you in SIS. (See Table 1)

Please note: Each term is a new block, so registration in both systems is required every term of the co-op.
3. **For CPT Only:** Once you are registered in SIS, go to <https://www.rit.edu/studentaffairs/iss/forms-documents/iss-forms> (Forms & Presentations/Forms for Students and Scholars/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. 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 their new CPT I-20 has been processed by RIT and received by the student.

4. Enjoy your Co-op/CPT experience!

Office of Career Services and Cooperative Education

Website: www.rit.edu/careerservices/

Contact Information:

Bausch & Lomb Center, 1st Floor
585-475-2301 phone
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/

Contact Information:

Mezzanine Level –Student Alumni Union
585-475-6943 phone
585-475-7419 fax
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