

WORK AUTHORIZATION GUIDE FOR INTERNATIONAL STUDENTS

International students who possess an F-1 visa must obtain Curricular Practical Training (CPT) work authorization for employment **before each period** of cooperative education employment in the United States.

It is the **student's responsibility** to obtain CPT work authorization **before** the first day of employment (including training).

**If you possess a different type of visa, please contact your co-op coordinator immediately.*

STUDENTS

BEFORE EMPLOYMENT

- 1 Confirm start and end date with employer.
- 2 Contact Steinbright:
 - Obtain co-op coordinator's signature on Student Registration Agreement form and Supplemental Agreement.
- 3 Contact International Students & Scholars Services (ISSS):
 - Initiate CPT work authorization process.
- 4 Retrieve updated I-20 from ISSS once notified by email that your I-20 is ready for pickup.
- 5 If paid position, obtain a Social Security Number (SSN).

FIRST DAY OF WORK

- 1 Present updated I-20 to employer.
**Also SSN if paid position*

DURING CO-OP

- 1 If anything changes (dates, hours, pay), please notify Steinbright immediately. An appeal may be required.
- 2 If interested in continuing work after co-op period has ended, please contact ISSS for options and next steps.

EMPLOYER

BEFORE EMPLOYMENT

- 1 Provide student with offer letter indicating start and end dates, hours per week, and hourly rate.

FIRST DAY OF WORK

- 1 Request I-20 from student for employment records.
**Also Social Security Number (SSN) if paid position*

DREXEL

BEFORE EMPLOYMENT

- 1 Upon request of student, ISSS will process CPT work authorization.
- 2 ISSS will notify student when CPT work authorization is finalized and I-20 has been updated.