

F-1 Students & Off-Campus Employment: Undergraduate



1. Determine Basic Eligibility

- Must have successfully completed 18 credits (2 terms) in the U.S. prior to working off-campus
- Work must be directly related and integral to program/degree and not delay completion of it
- Must have credit option available for semester working off-campus

2. Select Course for CPT

- Course offerings vary by department and program
- Pay careful attention to pre-requisites, position requirements (type, min. hours, etc.), and enrollment limits on Experiential Learning website
- Academic appointments can limit eligibility
- Students ineligible for a course can consider pre-completion OPT (see OIS for more info)

3. Next Steps & Timeline

- Review additional policies and course expectations on Experiential Learning website and OIS handout; seek advice if needed
- Search for opportunity/secure offer, submit for approval in Handshake 30 days before start date
- Enroll in course and submit CPT request in OIS dashboard at least 2 weeks before start date; use intl-sci@pitt.edu as advisor email

Semester Working Off-Campus?

Fall/Spring

Must be part-time only (less than 20 hours/week) unless on a co-op rotation

Summer

Either full-time (more than 20 hours/week) or part-time (less than 20 hours/week)

Final Semester?

- Must be part-time only
- Must be enrolled in an experiential learning course plus at least one other course that counts towards degree requirements

Studying Computer Science?

Internship

- CS 1900 (capstone)
- CS 1901 (up to 3 credits)

Research

- CS 1950 (capstone)
- CS 1951 (up to 3 credits)

Please note: employers/research sites used for CS 1901/CS 1951 cannot later be used for CS 1900/CS 1950 and vice versa unless the role has drastically changed

Co-Op

- CS 1906 (eligible for capstone)

Studying Information Science?

Internship

- INFSCI 1720 (capstone)

Research

- INFSCI 1710 (capstone)

Co-Op

- INFSCI 1082 (eligible for capstone)

Joint Major?

Eligible courses vary depending upon what counts towards each major requirement.

Please see Experiential Learning website and advisor for more details.

F-1 Students & Off-Campus Employment: Graduate (Masters)



1. Determine Basic Eligibility

- Must have successfully completed 18 credits (2 terms) in the U.S. prior to working off-campus
- Work must be directly related and integral to program/degree and not delay completion of it
- Must have credit option available for semester working off-campus

2. Select Course for CPT

- Course offerings vary by department and program
- Pay careful attention to pre-requisites, position requirements (type, min. hours, etc.), and enrollment limits on Experiential Learning website
- Academic appointments can limit eligibility
- Students ineligible for a course can consider pre-completion OPT (see OIS for more info)

3. Next Steps & Timeline

- Review additional policies and course expectations on Experiential Learning website and OIS handout; seek advice if needed
- Search for opportunity/secure offer, submit for approval in Handshake 30 days before start date
- Enroll in course and submit CPT request in OIS dashboard at least 2 weeks before start date; use intl-sci@pitt.edu as advisor email

For more information: www.sci.pitt.edu/student-resources/experiential-learning; www.ois.pitt.edu/fact-sheets

Semester Working Off-Campus?

Fall/Spring

Must be part-time only (less than 20 hours/week)

Summer

Either full-time (more than 20 hours/week) or part-time (less than 20 hours/week)

Final Semester?

- Must be part-time only
- Must be enrolled in an experiential learning course plus at least one other course that counts towards degree requirements

Computer Science

- CS 2900 Internship (can enroll in once) **OR**
- CS 2905 Co-Op (can enroll in once during summer)

DINS

- INFSCI 2980 Practicum (can enroll once, need 'additionally approved electives' available) **OR**
- INFSCI 2982 Co-Op (can enroll in once during summer)

ISSP

- ISSP 2900 Internship (can enroll in once) **OR**
- CS 2905 Co-Op (can enroll in once during summer)

ICDS

- Please consult with advisor for options

For more information: www.sci.pitt.edu/student-resources/experiential-learning/experiential-learning-courses

Important Considerations

Students on Academic Appointments

- Given the intensive and time-consuming nature of graduate studies/training, students on academic appointments are discouraged from seeking employment outside the University. Exceptions may be granted only under exceptional circumstances.

Internship/Co-Op Policy

- Eligible internships can be converted to the co-op program, but a student cannot return to the employer on a part-time basis using practicum/internship credit. Please see policy site for additional details.

F-1 Students & Off-Campus Employment: Graduate (Doctoral)



1. Determine Basic Eligibility

- Must have successfully completed 18 credits (2 terms) in the U.S. prior to working off-campus
- Work must be directly related and integral to program/degree and not delay completion of it
- Must have credit option available for semester working off-campus

Semester Working Off-Campus?

Fall/Spring

Must be part-time only (less than 20 hours/week) unless on co-op or in FTDJ

Summer

Either full-time (more than 20 hours/week) or part-time (less than 20 hours/week)

Final Semester?

- Must be part-time only
- Must be enrolled in an experiential learning course plus at least one other course that counts towards degree requirements or in FTDJ

2. Select CPT Option (Phase-Based)

Coursework Phase?

- Please refer to master's course offerings (doctoral students can take departmental options up to two times); review internship/co-op policy
- Pay careful attention to pre-requisites, position requirements (type, min. hours, etc.), and enrollment limits on Experiential Learning website
- If finished with coursework, but are not yet eligible to enroll in full-time dissertation (FTDJ), students must be eligible to enroll in a related internship course; if on an academic appointment and working full-time, tuition benefits would likely pause
- Students ineligible for a course or FTD can consider pre-completion OPT (see OIS)

Full-Time Dissertation Phase?

- Students approved in the FTDJ/off-campus process makes them eligible to work off-campus if the work contributes to their dissertation; otherwise, no off-campus work is allowed
- If a student is close to program completion, they can request post-completion OPT (see OIS)

3. Next Steps & Timeline

- Review additional policies and course expectations on Experiential Learning website and OIS handout; be careful not to exceed 12 months of CPT; seek advice if needed
- Search for opportunity/secure offer, submit for approval in Handshake 30 days before start date
- Enroll in course and submit CPT or OPT request in OIS dashboard at least 2 weeks before start date; use intl-sci@pitt.edu as advisor email

For more information: www.sci.pitt.edu/student-resources/experiential-learning; www.ois.pitt.edu/factsheets

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