PRESENTED BY

CAREER DEVELOPMENT

INTERNSHIP-FOR-CREDIT

INFORMATION SESSION

PRESENTED BY

SVA Career Development

INTERNATIONAL STUDENT OFFICE
What is an INTERNSHIP-FOR-CREDIT?

- Work in a professional environment and gain hands-on experience while learning directly from professionals in their field of study.
- **Supervised by a creative in your field**
- On-site, remote, or hybrid work are all permitted for spring 2024
- Earn three (3) studio elective credits
- Graded Pass/Fail
- PAID or UNPAID is OK!
- Managed online by Career Development through [sva-csm.symplicity.com](http://sva-csm.symplicity.com)
REQUIREMENTS to Pass

- Complete 150 hours and track them weekly online in Symplicity
- Complete all assignments in the Canvas online classroom (undergraduates only)
- Complete Midterm and Final Self-Evaluations in Symplicity
- Submit hours, evaluations, and Canvas assignments by the semester final deadline: April 22, 2024
ELIGIBILITY

- Juniors, Seniors, & Graduate students in eligible MA, MFA, MPS programs
- 3.25 cumulative GPA or above
- For questions about your eligibility, please contact Career Development.
- Department Chair Approval Needed (send to cd@sva.edu prior to applying):
  - BFA Comics
  - BFA Illustration
  - MFA Photography, Video & Related Media
  - MFA Products of Design
- Specific eligibility requirements for international students will be detailed later in presentation.
FINDING AN INTERNSHIP

- SVA Online Job Board: collegecentral.com/sva
- SVA Resources by Major: sva.edu/career/resources → Resources by Major
- Talk with your classmates and instructors
- Find connections and information on LinkedIn
- Online internship/job boards
- Direct application to companies that interest you
- Appointment with Career Development

“How Do I Find an Internship?” workshop - Kaltura Mediaspace
(find instructions under Resources page of website)
DECEMBER 6: Online Application Opens

JANUARY 16: FIRST Day You May Work
if approval process is complete
(Int’l students must also have new I-20)

JANUARY 19: Online Application Closes at 12pm
Apply at sva-csm.symplicity.com

APRIL 22: All Requirements Due
Evaluations, Canvas coursework, and Hours

MAY 6: LAST Day You May Work
Cannot work at your internship past this date
# IMPORTANT DATES and DEADLINES

<table>
<thead>
<tr>
<th>Application Dates</th>
<th>Work Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open*</td>
<td>From**</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Jan 16</td>
</tr>
<tr>
<td>Deadline</td>
<td>Until</td>
</tr>
<tr>
<td>Jan 19, 12pm</td>
<td>May 6</td>
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<tr>
<td><strong>All Requirements Due Date</strong> (Evaluations, Canvas coursework, and Hours)</td>
<td>Apr 22</td>
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</tbody>
</table>

* sva-csm.symplicity.com

** If approval process is complete. (Int'l students must also have new I-20)
APPLICATION PROCESS

1. **Accept internship offer** from employer. Share [Employer Internship Guide](#) with them.
2. **Prepare your information** for the online application using the Student Internship Guide page “Before Applying Online”.
3. **Complete application form** in [sva-csm.symplicity.com](http://sva-csm.symplicity.com) by the deadline: **January 19, noon**
4. Career Development & your employer approve your application.
5. Your Academic Advisor registers you for the course and notifies you when you’re registered.
6. International students’ applications are reviewed and processed by ISO.
7. ISO notifies international students when their new I-20 is ready.

**US students: apply at least one week** before your internship Start Date

**Int’l students: apply at least 2 - 3 weeks** before your internship Start Date
IMPORTANT NOTES

● All students can get PAID and receive CREDIT.
  ○ Receiving compensation requires a U.S. Social Security Number (SSN)

● Only ONE internship-for-credit per semester.

● Internship credit is not awarded retroactively.

● International students do NOT need CPT if interning and living anywhere outside of the U.S.

● International students’ remote internships must take place in the U.S. with a U.S. based-company.

● Be sure to tell employer about the Internship-for-Credit program; share Employers’ Guide with them in advance.
DO I HAVE TO PAY FOR THE COURSE?

Many students qualify for a TUITION WAIVER for the internship course. The online application poses questions for us to determine whether you qualify.

Contact cd@sva.edu if you’re unsure of whether you qualify for a tuition waiver.
ONLINE APPLICATION SYSTEM

- Symplicity, sva-csm.symplicity.com
- Log in with your MyID.SVA User ID and password.
- Your information is already imported into the system.
- If prompted to “Test” and set up your profile, you may click through and ignore or create a profile.
Sign In

Please select a sign in method

Current Students: Single Sign On

or

Alumni And Others: Username

Don't have an account? Sign Up
Internship for Credit
Gain experience with co-ops or internships.
INTERNATIONAL STUDENTS: Your internship may be APPROVED by Career Development, but you may not begin working until you have picked up your new I-20 from the International Student Office. ISO will notify you when your new I-20 is ready for pickup.

Click here for contact information for ISO.

Questions? Internship FAQs

Add New

No job title reported for United Nations Secretariat
United Nations Secretariat
Fall 2022
  📚 Review ✅ Track Hours ✅ Midterm Evaluation ✅ Final Self Evaluation

No job title reported for Hatch
Hatch
Summer 2022
  📚 Review ✅ Track Hours ✅ Midterm Evaluation ✅ Final Self Evaluation
TROUBLE LOGGING INTO SYMPLICITY?

1. Try clearing your browser cache.
2. Try using another browser.
3. Contact cd@sva.edu.
STUDENT INTERNSHIP GUIDE

Available on

- [sva.edu/internships](http://sva.edu/internships)
- Find in Library at [sva-csm.symplicity.com](http://sva-csm.symplicity.com)
- Request a copy from Career Development Office, [cd@sva.edu](mailto:cd@sva.edu)

Also available: **Employers’ Guide** to SVA Internship-for-Credit Program
(Be sure to share this with your employer/supervisor!)
CONTACT US

Career Development Office

cd@sva.edu       sva.edu/career

Next Virtual Office Hour:
Friday, November 17 from 10:00-11:00am (ET)

Weekly Virtual Office Hours:
Every Friday
10:00 - 11:00am
INTERNATIONAL STUDENTS
(F-1 STUDENTS)
INSTRUCTIONS TO STUDENTS

STUDENT ATTENTION: You should read everything on this page carefully, as it sets the conditions for your admission to the United States as a nonimmigrant student before enrolling in your program. The description on this page (apart from the boxed text) is based on regulations in the United States Code (USC), Code of Federal Regulations (CFR), and the Immigration and Customs Enforcement (ICE) regulations. It is not a legal document and its content is not binding. If you have questions, please contact your designated school official (DSO) before enrolling in your program. You may receive administrative penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

FORM I-20. The Form I-20 (this form) is the primary document to show that you have been admitted to school in the United States and that you are authorized to apply for admission to the United States in F-1 class of admission. You must have your Form I-20 with you at all times. If you lose your Form I-20, you must request a new one from your designated school official (DSO) at the school named on your Form I-20.

VISA APPLICATION. You must give this Form I-20 to the U.S. consular official at the time you apply for a visa (unless you are exempt from visa requirements). If you have a Form I-20 from more than one school, be sure to present the Form I-20 for the school you plan to attend. Your visa will include the name of that school, and you must attend that school upon entering the United States. You must also provide evidence of your intention to return to your home country and to seek appropriate employment.

ADMISSION. When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a valid Form I-20 (2) a valid F-1 visa (if you are exempt from visa requirements), 3) a valid passport, and 4) evidence of support for tuition and fees and living expenses while you are in the United States. The officer will return all documents to you before you leave the inspection area.

REPORT TO SCHOOL. NAMED ON YOUR FORM I-20 AND VISA. Upon your first entry to the United States, you must report to the DSO at the school named on your Form I-20 and your F-1 visa (unless you are exempt from visa requirements). If you decide to attend another school before you enter the United States, you must present a Form I-20 from the new school to a U.S. consular official before your visa. The visa grants you 30 days after your arrival in the United States to enroll at the school from which your Form I-20 was issued. You must contact your designated school official to register within 30 days after you report to the DSO.

EMPLOYMENT. Unlawful employment in the United States is a reason for terminating your F-1 status and deporting you from the United States. You may be employed on campus at your school. You may be employed off-campus in a curricular practical training (CPT) if you have written permission from your DSO. You may apply to U.S. Citizenship and Immigration Services (USCIS) for off-campus employment authorization in three circumstances: 1) employment with an intern or cooperative program; 2) work under a nonimmigrant exchange program; and 3) employment related to your degree. You must have authorization from USCIS before you begin work. Contact your DSO for more information. Your spouse or child (F-2 classification) may not work in the United States.

PERIOD OF STAY. You must maintain your status in the United States while you are pursuing your course of study. If you drop out of your course of study, contact your DSO immediately. If you are employed, you must maintain your status in the United States while you are employed. You must maintain your status if you leave the United States and plan to return. If you leave the United States, you must reapply for and obtain a new Form I-20 from the DSO at your current school before you can return to the United States.

EXTENSION OF PROGRAM. If you are completing the education program by the program and date one year after the Form I-20, your DSO should contact your DSHE at least 15 days before the program date to request an extension. You must remain in the United States while the extension is being processed. You must be enrolled in an approved program of study. If you are employed off-campus, your employment authorization will be considered invalid when you register at another school.

SCHOOL TRANSFER. To transfer to another school, first notify the DSO at the school you are attending of your plan to transfer, then obtain a Form I-20 from the DSO at the other school to show that you are admitted to the other school. You must notify your DSO at the school you are leaving within 15 days after beginning attendance at the new school. The DSO will notify the transfer to the Department of Homeland Security (DHS). You must enroll in the new school at the next session start date. The DSO at the new school must update your registration in MVT.

Page 3 of 3
CURRICULAR PRACTICAL TRAINING

- Gives international students LEGAL Authorization to gain employment training such as internship with a U.S.-based employer
- International Students MUST apply for CPT in order to intern for credit
- You are **UNAUTHORIZED** to work Off-Campus (*paid or unpaid*) in the U.S. without participating in the Internship-for-Credit Program
- The internship MUST be related to your major (field of studies)
CPT ELIGIBILITY

By U.S. Government regulation you MUST have been in school in the U.S. for 2 Consecutive Semesters (1 Full Academic Year) with active F-1 Status*

in order to qualify for CPT

*If you are returning from an Authorized Leave of Absence or Interruption of Studies or have questions about your eligibility, please contact ISO
WORK HOURS

During the Fall & Spring Semesters (Academic Semesters)

● Can be authorized for **part-time** employment **maximum of 20 hours per week**

During the Summer Semester

● Can be authorized for part-time or **full-time** employment **exceeding 20 hours per week**
MODALITY

● Students who enroll in an **internship fully remotely** will be considered to enroll in an **online course**.
  ○ Remote internship must take place in the U.S. with a U.S. based-company.
  ○ You can take **only one online course per semester**.

● Onsite or hybrid internships will be considered as in-person courses.
COMPENSATION?

Internship for Credit & CPT can be

PAID or UNPAID

*You MUST be approved for UNPAID INTERNSHIP*
Process of Applying for International Students

* Do not start working until your start date and have your CPT I-20
LETTER OF HIRE

REQUIRED by the U.S Government
NOT an Offer Letter or Contract

- Company’s Letterhead
- Date of Letter
- Company’s Business Address
- Student’s Full Legal Name
- Company Name
- Semester and Year of Internship
- Start Date
- End Date
- Days Student will be working
- Total Hours/Week Student will be working
- Compensation (paid or unpaid)
- Supervisor’s Name, Title
- Supervisor’s Contact Information
- Signature

USE OFFICIAL EMPLOYER’S COMPANY LETTERHEAD
BUSINESS ADDRESS
Date

To whom it may concern:

(Student’s Full Legal Name) will intern with (Company’s Name) during the (select one Fall or Spring or Summer 20__) semester. The internship will begin on (Start Date – must be on or after stated semester start date and leave 2-3 weeks for application processing) and end on (End Date – must be no later than stated semester end date). (Student’s Name) will work (Days and Hours Each Day, i.e. Tuesday 10AM-5PM and Thursday 10AM-8PM), 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 your State’s minimum wage).

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 and Email). While interning with (Company’s Name) based 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).

FOR FULLY REMOTE INTERNSHIPS ONLY, please add the following:
(Student’s Name) will be working remotely, and the student’s supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

SIGNATURE of Company Representative (For this semester - electronic signatures are acceptable)
TYPED NAME of Company Representative
Letter of Hire Received - Check the Details!

1. Is it on a formal letterhead?
2. Is your name spelled correctly?
3. Are the dates correct?
4. Are you being paid and it is shown?
   a. This is important for the SSN, if needed
5. Is the company address correct?
6. Is it signed?
   a. A signature from the Internship employer is required

MadeUp Studios

9436 Feather Street,
New York, NY 10000
123-456-7890
hello@madeupstudios.com
www.madeupstudios.com

December 7, 2023

To whom it may concern:

Xinyu Wei has been hired as a Spring 2024 intern. This internship will begin on January 22nd, 2023 and it will end on May 3rd, 2024. Xinyu will work on Tuesdays 3pm – 6pm, Thursdays 10am – 1 pm, and Fridays 9am – 5pm which accounts for 14 hours per week. Xinyu will be compensated at a rate of $20 an hour.

This opportunity is designed to give Xinyu Wei an opportunity to gain experience in their field of studies. They will be working under Stephanie Hernandez who can be reached at 123-456-7890 or shernandez@madeupstudios.com. While interning at MadeUp Studios based in 9436 Feather Street, New York, NY 10000, Xinyu will be assisting as a Video Animation Assistant in our production studio.

Xinyu will be working a hybrid schedule: Tuesdays and Thursdays will be remote days and Fridays will be fully in person. When working remotely the student’s supervisor will assess their engagement and attainment of learning objectives electronically.

With best regards,

Stephanie Hernandez

Stephanie Hernandez,
Head of Animation
123-456-7890
shernandez@madeupstudios.com
www.madeupstudios.com
CPT Employment Authorization is only valid for the Employer & Duration Listed on your new I-20

If you wish to intern with the same employer next semester, you must apply to the Internship for Credit program again and receive a new CPT I-20
  - DO NOT work past the end date listed on your CPT I-20
Tax ID
NOT a work permit

Issued by the Social Security Administration
Applying for the Social Security Number (SSN)

1. Must be approved for the Internship-for-Credit program
2. Must have received your digitally signed CPT I-20
3. Other immigration related documents: Most recent I-94 and valid passport
4. Do the SS-5 Application online and then you can print out the confirmation letter
5. Go to a local Social Security Card Center with your documents
6. Once approved, you will receive your SSN card in the mail in 2 - 3 weeks
   a. Employers may require an SSN for “onboarding” for either a paid or unpaid internship. Be sure to explain your situation to your employer.
*IMPORTANT REMINDERS*

- Do **NOT** begin working until you have CPT Authorization **AND** have your updated CPT I-20
- CPT is only valid for **the employer** and **duration** listed on your new I-20
  - A new Internship for Credit application is required to work in the next semester
- The Internship-for-Credit application must be completed by the deadline each semester
- Allow at least **2 -3 weeks** from the day you submit the online application form to the date you can receive your new I-20 and begin working
IMPORTANT DATE REMINDERS

DECEMBER 6: Online Application Opens

JANUARY 16: FIRST Day You May Work
if approval process is complete including new I-20
(Int’l students with a January 16 Start Date must apply by December 15)

JANUARY 19: Online Application Closes at 12pm
Apply at sva-csm.symplicity.com

APRIL 22: All Requirements Due
Evaluations, Canvas coursework, and Hours

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Cannot work at your internship past this date
CONTACT US!

International Student Office  iso@sva.edu
Virtual Advising by Appointment  vaising.youcanbook.me
Virtual Drop-in Hour:  Will open in Fall 2023
Website:  https://sva.edu/students/international-students

Career Development  cd@sva.edu
Virtual Advising by Appointment  svacd.youcanbook.me
Next Virtual Office Hour:  Friday, November 17 from 10:00-11:00am (ET)
Website:  https://sva.edu/internships