



CAREER DEVELOPMENT

INTERNSHIP- FOR-CREDIT INFORMATION SESSION

PRESENTED BY

SVA Career Development | SVA International Student Office

OVERVIEW

- Work in a professional environment and gain hands-on experience while learning directly from professionals in their field of study.
- Supervised by an experienced creative professional in your field
- On-site, remote, or hybrid work are all permitted for summer 2024
- “Paid” or “Unpaid” is OK.
- Meet the minimum requirement of 150 working hours.
- Earn three (3) studio elective credits
- Graded Pass/Fail
- Managed online by Career Development through sva-csm.symplicity.com



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 Illustration	Fall and Spring semesters
BFA Comics	
MFA Products of Design	
MFA Photography, Video & Related Media	All semesters

- Specific eligibility requirements for international students (F-1) will be detailed later in presentation.

REQUIREMENTS

	To-Dos	Platform	Assignee
Hours	Submit hours weekly	Symplicity	All students
Self-Evaluations	Midterm, Final	Symplicity	All students
Assignments	Weekly reading/discussion	Canvas	Undergraduates whose first internship at SVA
Deadline	August 5th, 2024		

IMPORTANT DATES

Application Dates		Work Period (the semester's beginning and end dates)	
Open*	Monday, April 15	From**	Tuesday, May 7
Deadline	Monday, June 3, 12pm	Until	Monday, August 19
All Requirements Due Date (Evaluations, Canvas coursework, and Hours)		Monday, August 5	

* sva-csm.symplicity.com

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

FINDING AN INTERNSHIP

- Talk with your classmates and instructors
- SVA Online Job Board: collegecentral.com/sva
- SVA Career Development webpage “Resources by Major”
sva.edu/career/resources
- “How Do I Find an Internship?” workshop - [SVA MediaSpace](#)
- Online internship/job boards
- Find connections and information on LinkedIn
- Direct application to companies that interest you
- Appointment with Career Development



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 by the deadline: **June 3, 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

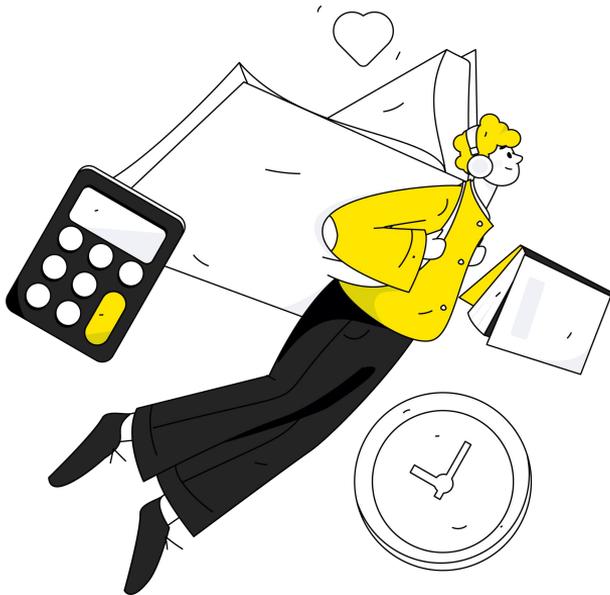
**Int’l students: apply [at least 2 - 3 weeks](#) before your internship Start Date

IMPORTANT NOTES

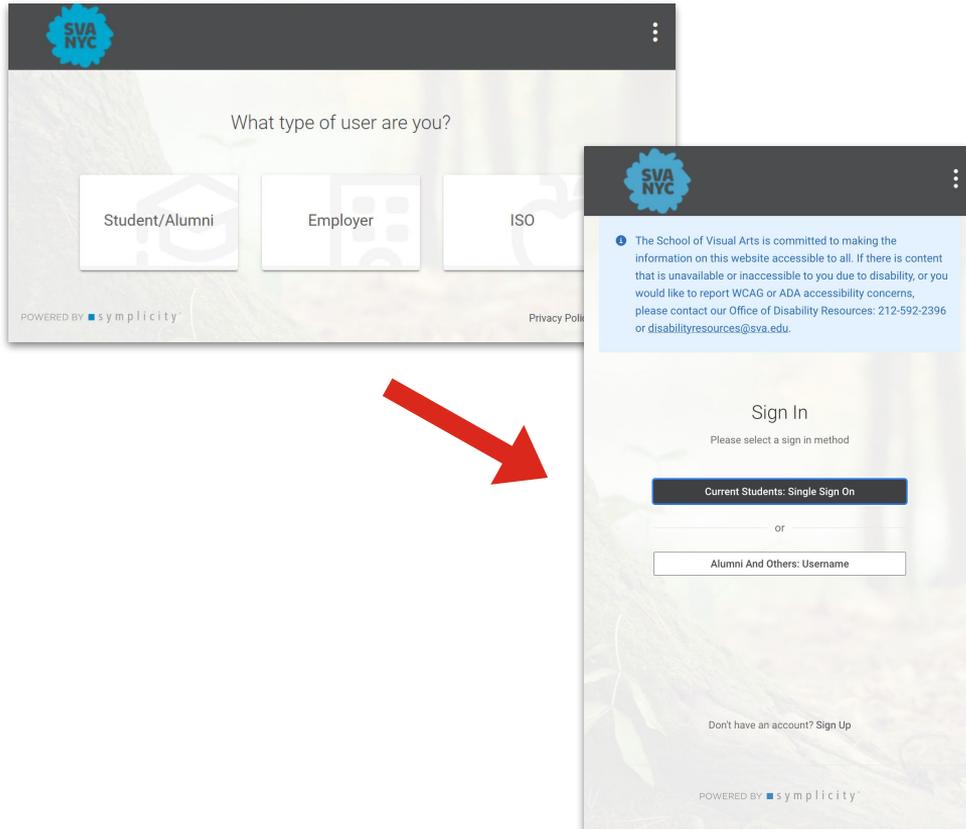
- All students can get PAID and receive CREDIT.
 - Receiving compensation requires a U.S. Social Security Number (SSN)
- Only ONE internship-for-credit per semester.
- Internship credit is not awarded retroactively.
- International students do NOT need CPT if interning and living anywhere outside of 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.

Q: 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.

ONLINE APPLICATION SYSTEM

Connecting to  **simplicity**
CAREER | EMPLOYER | MANAGER

Sign in with your account to access Symplicity CareerLink Career Services Management System Access

Sign In

Username

Keep me signed in

Next

[Unlock account?](#)
[First time here?](#)



Resources

SH

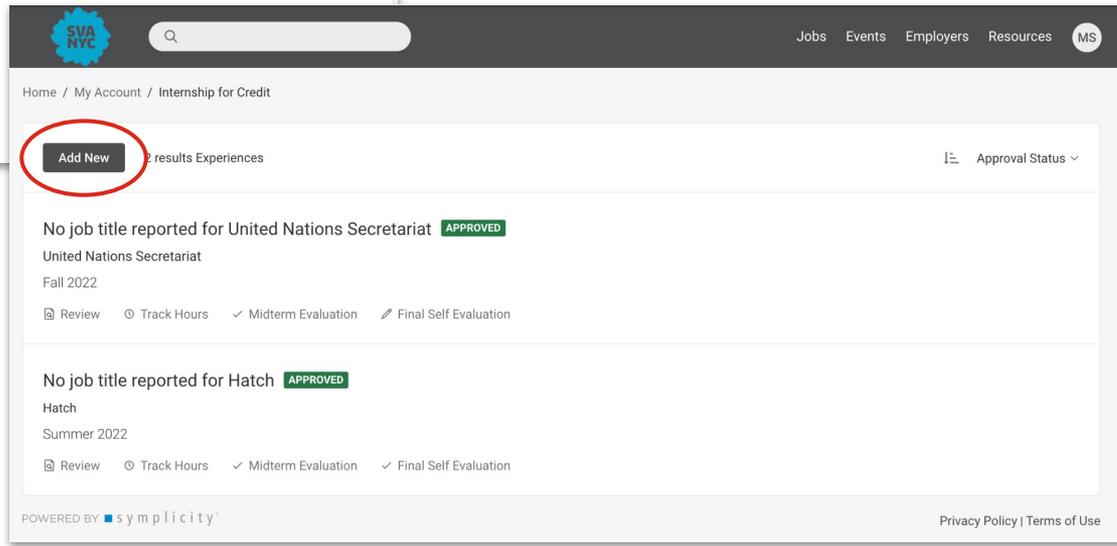
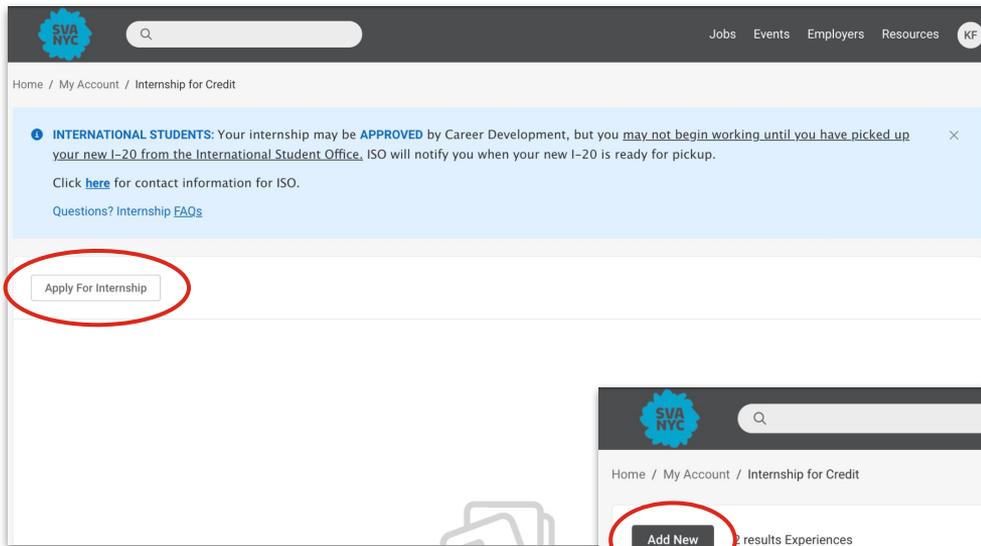
Internship for Credit
Gain experience with co-ops or internships.

Resource Library
Read, watch, and download career resources.

Public Profile
Showcase your academic and professional achievements.

POWERED BY  **simplicity**

[Privacy Policy](#) | [Terms of Use](#)



MORE INFORMATION

- If you have trouble logging into Symplicity, try using different browsers or clear your browser cache.
- “**Student Internship Guide**” is available on sva.edu/internships
- Be sure to share “**Employers’ Guide to SVA Internship-for-Credit Program**” with your employer/supervisor.
- Contact us at cd@sva.edu for any questions or visit sva.edu/career.
- Visit our next **Virtual Office Hour** on Thursday, April 4th, from 1:00 to 2:00pm.
(The weekly Virtual Office Hour schedule is every Thursday from 1:00 to 2:00pm.)

INTERNATIONAL STUDENTS (F-1 STUDENTS)



INSTRUCTIONS TO STUDENTS

STUDENT ATTESTATION. You should read everything on this page carefully. Be sure that you understand the terms and conditions concerning your admission and stay in the United States as a nonimmigrant student before signing the student attestation on page 1 of the Form I-20 A-B. The law provides severe 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 officer 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 support for tuition and fees and living expenses while you are in the United States.

ADMISSION. When you enter the United States, you must present the following documents to the officer at the port of entry: 1) a Form I-20; 2) a valid F-1 visa (unless 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 agent should 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 officer for a new F-1 visa that names the new school. Failure to enroll in the school by the program start date on your Form I-20 may result in the loss of your student status and subject you to deportation.

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 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 international organization; 2) severe and unexpected economic hardship; and 3) optional practical training (OPT) related to your degree. You must have written authorization from USCIS before you begin work. Contact your DSO for details. Your spouse or child (F-2 classification) may not work in the United States.

PERIOD OF STAY. You may remain in the United States while taking a full course of study or during authorized employment after your program. F-1 status ends and you are required to leave the United States on the earliest of the following dates: 1) the program end date on your Form I-20 plus 60 days; 2) the end date of your OPT plus 60 days; or 3) the termination of your program for any other reason. Contact your DSO for details.

EXTENSION OF PROGRAM. If you cannot complete the education program by the program end date on page 1 of your Form I-20, you should contact your DSO at least 15 days before the program end date to request an extension.

SCHOOL TRANSFER. To transfer schools, 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 school you plan to attend. Return the Form I-20 to the new school to the DSO at that school within 15 days after beginning attendance at the new school. The DSO will then report 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 SEVIS.

NOTICE OF ADDRESS. When you arrive in the United States, you must report your U.S. address to your DSO. If you move, you must notify your DSO of your new address within 10 days of the change of address. The DSO will update SEVIS with your new address.

REENTRY. F-1 students may leave the United States and return within a period of five months. To return, you must have: 1) a valid passport; 2) a valid F-1 student visa (unless you are exempt from visa requirements); and 3) your Form I-20, page 2, properly endorsed for reentry by your DSO. If you have been out of the United States for more than five months, contact your DSO.

AUTHORIZATION TO RELEASE INFORMATION BY SCHOOL. DHS requires your school to provide DHS with your name, country of birth, current address, immigration status, and certain other information on a regular basis or upon request. Your signature on the Form I-20 authorizes the named school to release such information from your records.

PENALTY. To maintain your nonimmigrant student status, you must: 1) remain a full-time student at your authorized school; 2) engage only in authorized employment; and 3) keep your passport valid. Failure to comply with these regulations will result in the loss of your student status and subject you to deportation.

INSTRUCTIONS TO SCHOOLS

Failure to comply with 8 CFR 214.3(k) and 8 CFR 214.4 when issuing Forms I-20 will subject you and your school to criminal prosecution. If you issue this form improperly, provide false information, or fail to submit required reports, DHS may withdraw its certification of your school for attendance by nonimmigrant students.

ISSUANCE OF FORM I-20. DSOs may issue a Form I-20 for any nonimmigrant your school has accepted for a full course of study if that person: 1) plans to apply to enter the United States in F-1 status; 2) is in the United States as an F-1 nonimmigrant and plans to transfer to your school; or 3) is in the United States and will apply to change nonimmigrant status to F-1. DSOs may also issue the Form I-20 to the spouse or child (under the age of 21) of an F-1 student to use to enter or remain in the United States as an F-2 dependent. DSOs must sign where indicated at the bottom of page 1 of the Form I-20 to attest that the form is completed and issued in accordance with regulations.

ENDORSEMENT OF PAGE 2 FOR REENTRY. If there have been no substantive changes in information, DSOs may endorse page 2 of the Form I-20 for the student and/or the F-2 dependents to reenter the United States. If there have been substantive changes, the DSO should issue and sign a new Form I-20 that includes those changes.

RECORDKEEPING. DHS may request information concerning the student's immigration status for various reasons. DSOs should retain all evidence of academic ability and financial resources on which admission was based, until SEVIS shows the student's record completed or terminated.

AUTHORITY FOR COLLECTING INFORMATION. Authority for collecting the information on this and related student forms is contained in 8 U.S.C. 1101 and 1184. The Department of State and DHS use this information to determine eligibility for the benefits requested. The law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

REPORTING BURDEN. U.S. Immigration and Customs Enforcement collects this information as part of its agency mission under the Department of Homeland Security. The estimated average time to review the instructions, search existing data sources, gather and maintain the needed data, and complete and review the collection of information is 30 minutes (50 hours) per response. An agency may not conduct or sponsor, and a person is not required to respond to an information collection unless a form displays a currently valid OMB Control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of the Chief Information Officer/Forms Management Branch, U.S. Immigration and Customs Enforcement, 801 I Street NW Stop 5800, Washington, DC 20536-5800. Do not send the form to this address.

Page 3 of the I-20 Document

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 curricular practical training (CPT) if you have written permission from your DSO.



Do NOT Engage in Unauthorized Employment

Unauthorized employment is a violation of status, so this rule must be observed carefully. F-1 students may work **on-campus** for a maximum of 20 hours per week during the spring and fall semesters and full-time during vacations.

Students may also engage in internships after receiving approval for Internship for Credit through **Career Development** and being authorized for **Curricular Practical Training (CPT)** by the ISO.

Optional Practical Training (OPT), must be authorized by the U.S. Citizenship and Immigration Services (USCIS) before you start working.

***Do not work without a valid CPT I-20 or before the start date printed on page 2 of your CPT I-20**

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.

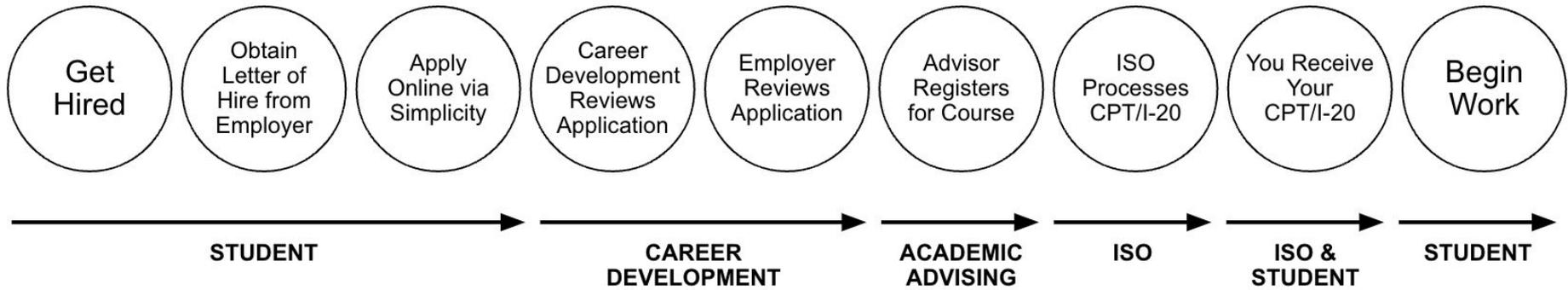
COMPENSATION?

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

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-6PM and Thursday 10AM-6PM)**, 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:

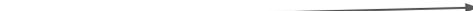
(Student's Name) will be working **remotely**, and the student's supervisor will assess their engagement and attainment of learning objectives electronically.

Sincerely,

SIGNATURE of Company Representative (*For this semester - electronic signatures are acceptable*)
TYPED NAME of Company Representative

- 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

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 



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,
Head of Animation
123-456-7890
shernandez@madeupstudios.com
www.madeupstudios.com

Page 2 of your CPT I-20

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N [REDACTED] (F-1)

NAME: [REDACTED]

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	14 SEPTEMBER 2021	17 DECEMBER 2021

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES			
CPT	14 SEPTEMBER 2021 - 17 DECEMBER 2021			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
Rekt Corp.	14 SEPTEMBER 2021	17 DECEMBER 2021	New York, NY	

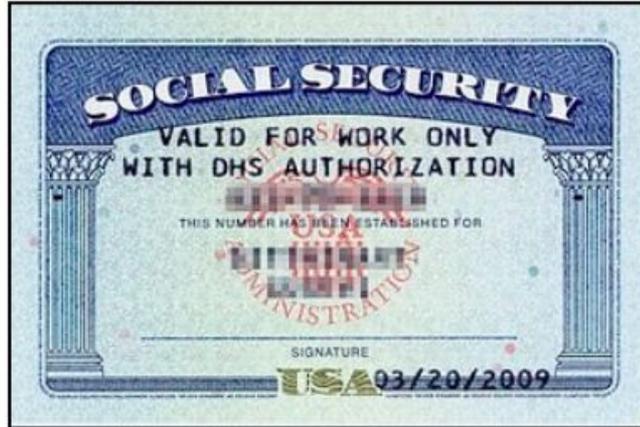
Employer name

Dates

Location

- 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

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All Requirements Due Date (Evaluations, Canvas coursework, and Hours)		Monday, August 5	

* sva-csm.symplicity.com

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

CONTACT US!

International Student Office iso@sva.edu

Virtual Advising by Appointment svaiso.youcanbook.me

Virtual Drop-in Hour: Thursday from 1:00pm-2:00pm (ET)

WEBSITE: <https://sva.edu/students/international-students>

Career Development cd@sva.edu

Virtual Advising by Appointment svacd.youcanbook.me

Next Virtual Office Hour: Thursday, April 4th from 1:00-2:00pm (ET)

WEBSITE: <https://sva.edu/internships>