

STUDENTS ELIGIBLE FOR CURRICULAR PRACTICAL TRAINING (CPT)

1. Create an account on the Parker Dewey platform to view available Micro-Internships.
2. Apply to as many micro-internships as you wish. Be sure they are **related to your major area of study.**
3. As soon as you are selected for a micro-internship, click here to request an **Employment Verification Letter** from Parker Dewey. **PLEASE NOTE** that you will need to request an Employer Verification Letter for **EACH** micro-internship that you accept.
4. It's perfectly acceptable to work in more than one micro-internship at time, and you may also have a micro-internship while you are in a traditional internship! However, you may not exceed a total of **20 internship hours per week** during the academic year, and not more than **40 internship hours per week** over summer and winter breaks, in accordance with CPT Guidelines. Tracking of your weekly hours is **required** to stay in compliance.
5. **Email Paula King in Career Services to confirm your acceptance of a micro-internship.** If you need to apply for a **Social Security Card**, please let **Paula King** know when you confirm your acceptance.
6. You **MAY START** your micro-internship before receiving your Social Security Card but your pay will be withheld by Parker Dewey until it is received.
7. **YOU MAY NOT START** your micro-internship until you have your **FORM I-20**. You will receive an email from **Pace University's Office of International Students and Scholars** when your Form I-20 is ready. **You will need a new Form I-20 for each micro-internship that you accept.**
8. If your employer decides to extend your micro-internship past the end date on Form I-20, email **Paula King** **before continuing to work** as you will need a new Form I-20.