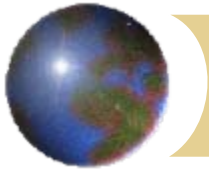


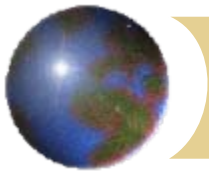
International Students

**WORKING
IN THE
UNITED STATES**



On Campus Employment

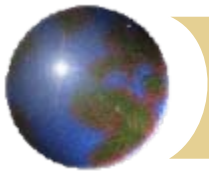
- F1 and J1
 - Up to 20 hours / week during fall and spring semesters
 - > 20 hours / week during school breaks
- On Campus means the 7 Colleges and the affiliates
- No authorization required for F1
- Written authorization required for J1



Finding On Campus Employment

- ⊕ Academic Departments
- ⊕ Library, Computer Labs, etc ...
- ⊕ Career Service Office

⊕ [NACELink](#)



Off Campus Employment – F1 Curricular Practical Training

☉ "Internship"

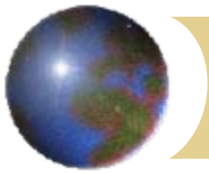
- ☒ Paid – CPT required
- ☒ Unpaid – No CPT required

☉ Must earn credit and/or be participating in a college-approved internship

☉ CPT is can only be used prior to program completion

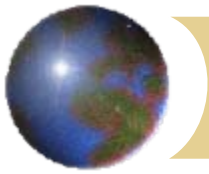
- ☒ No CPT after graduation

☉ No limit on amount of CPT



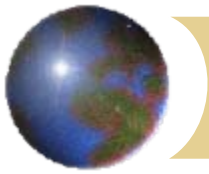
CPT General Information

- ⊕ Approved for a specific job
- ⊕ With specific start and end dates
- ⊕ Can be granted for up to 12 months at a time
 - ⊞ CGU policy grants CPT for one semester at a time
- ⊕ Part time (up to 20 hours / week), or
- ⊕ Full time (> 20 hours / week)



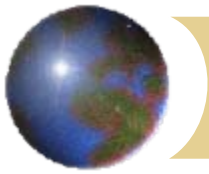
CPT Pre-Conditions

- Complete one full academic year of enrollment
 - Fall & Spring; Spring & Summer; Summer & Fall
 - Does not need to be one year as an F1
 - A break in enrollment re-starts the clock
 - Exception for graduate students where practical training is required within the first year of enrollment
- Must have a job offer
 - Job must be integral part of curriculum



CPT Approval Process

- Receive campus approval for the specific internship
 - Registrar's office (most undergraduate students)
 - Academic department (graduate students)
- Receive DSO approval
 - DSO updates SEVIS
 - DSO issues new I-20 with CPT authorization
- **DO NOT START WORKING** without that new I-20



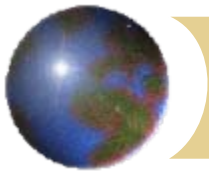
CPT – Effect on other employment

⊕ Part time CPT

- ⊞ No effect
- ⊞ No limits

⊕ Full time CPT

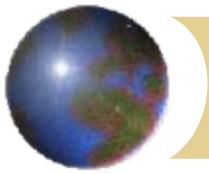
- ⊞ Aggregate of 12 months or more of full time CPT makes student ineligible for OPT
- ⊞ This is not a problem for most students
- ⊞ Doctoral students more likely affected



CPT – Effect on other employment

Examples

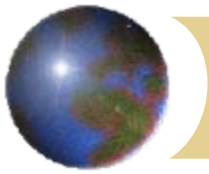
- Full time CPT – typical undergraduate student
 - 3 months FT CPT during summer between FR and SO
 - 3 months FT CPT during summer between SO and JR
 - 3 months FT CPT during summer between JR and SR
 - 9 months total
- Full time CPT – typical master's student
 - 3 months FT CPT during summer between 1st and 2nd



Finding Employment for CPT

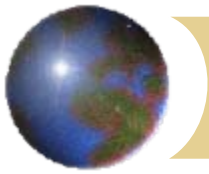
- ⊕ Academic Departments
- ⊕ Faculty Contacts
- ⊕ Career Service Office

⊕ [NACELink](#)



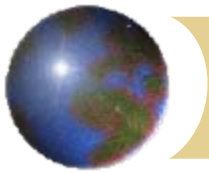
Off Campus Employment – F1 Optional Practical Training

- Typically after completion of academic program, but
- May be used pre-completion
 - Pre-completion OPT vs CPT
- 12 months per academic level
 - Use it or lose it
 - STEM extension – 17 months



OPT General Information

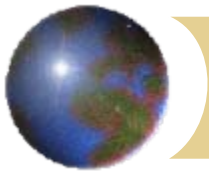
- ⊕ One full academic year of enrollment pre-condition
- ⊕ Application to USCIS
- ⊕ No job offer required to apply
- ⊕ Post-completion OPT for full time only



OPT General Information

❖ Pre-Completion

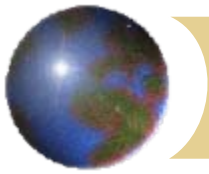
- ❖ Less common than post-completion
- ❖ Employment prior to program end date on I-20
- ❖ Limited to part time during regular school enrollment periods (20 hrs / wk)
- ❖ Full time employment OK during school breaks



OPT General Information

⊕ Post-Completion

- ⊞ Most common OPT scenario
- ⊞ Employment after program end date on I-20
 - Graduation
 - Completion of all course requirements (pending thesis or dissertation)
- ⊞ Paid or unpaid
- ⊞ Full time only
 - 90 day limit on unemployment



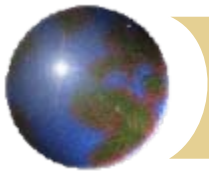
OPT When to Apply

⊕ Pre-completion

- ⊞ No sooner than 90 days before requested start date

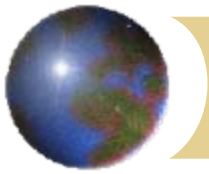
⊕ Post-completion

- ⊞ No sooner than 90 days before program end date
- ⊞ No later than 60 days after program end date



OPT How to Apply

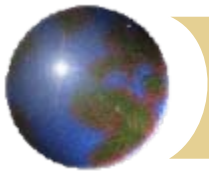
- Make request to DSO
- DSO reviews request and materials
 - Updates SEVIS
 - Prints new I-20 with OPT recommendation
- Student sends application materials to USCIS
 - Within 30 days of DSO's recommendation in SEVIS
 - Application must be received by deadline date
- Remember that it can take USCIS between 60 to 90 days to process



OPT Application Procedures

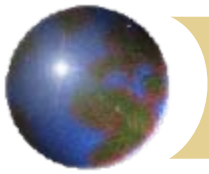
✦ Copy of:

- ✦ Visa
- ✦ Passport ID page
- ✦ Passport page showing expiration date
- ✦ I-94 (both sides)
- ✦ Previous I-20s
- ✦ Previous EAD cards



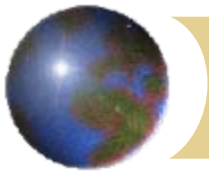
OPT Application Procedures

- Form I-765
 - Sample I-765
 - Signature within allotted space
- Check for \$340 made payable to Department of Homeland Security
- 2 Passport-style photos (Claremont Card Center)
- Determine OPT start date



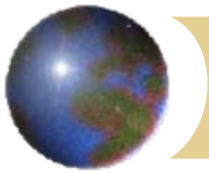
OPT Start Date

- ❖ Pre-completion
 - ❑ Start date of job offer
- ❖ Post-completion – with job offer
 - ❑ Start date of job offer, and/or
 - ❑ No later than 60 days from program end date
- ❖ Post-completion – no job offer
 - ❑ No later than 60 days from program end date



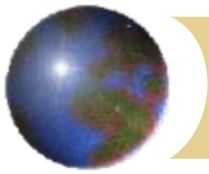
OPT Typical Scenario

- May 15, 2010 graduation
- No job offer
- Apply right after Feb. 15
 - Pick OPT start date between May 15 and July 14
 - Let's use July 1, 2010 as an example
 - 12 month clock starts on that date
- Look for a job
- Receive EAD early May



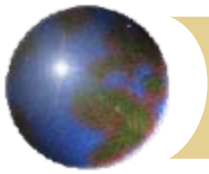
OPT Typical Scenario

- EAD shows
 - Start date: July 1, 2010 (date you determined)
 - End date: June 30, 2011
- Found a job! – starts June 15
 - Nope! Can start no earlier than July 1
- Found a job! – starts July 1
 - Perfect!
- Found a job! – starts August 1
 - Congratulations!
 - End date stays at June 30, 2011, and
 - You've just used 31 of your 90 days of unemployment



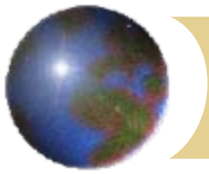
OPT Acceptable Employment Activities

- Regular paid employment
 - At least 20 hrs/week for post-completion OPT
 - Can be more than one employer
- Multiple short-term employers
 - Musicians, artists
- Work for hire or contractual work
- Self-employed
- Employment through an agency
- Volunteer or unpaid work (STEM extension note)



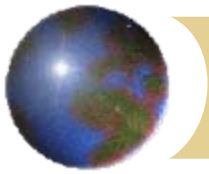
OPT Reporting Requirements

- ❖ Report to DSO
 - ❑ Change of name
 - ❑ Change of address
 - ❑ Change in employment
 - Job loss
 - New job
- ❖ CGU students have OPT Employment Notification Form
- ❖ Additional STEM reporting requirements
 - ❑ 6 month reporting requirement
 - ❑ Employer reporting requirement



Travel during OPT

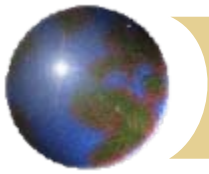
- ❖ OPT has been approved
 - ❖ Valid F1 visa (most people)
 - ❖ Valid passport
 - ❖ Current I-20 with travel signature no older than 6 months
 - ❖ Unexpired EAD
 - ❖ A job offer or documentation that you are resuming employment



Travel during OPT

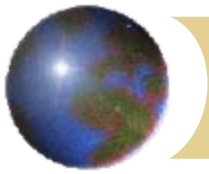
- ❖ OPT is pending
 - ❑ Valid F1 visa (most people)
 - ❑ Valid passport
 - ❑ Current I-20 with travel signature no older than 6 months
 - ❑ If OPT is approved while you are away
 - Potential problem
 - Must have a job offer in order to return
 - Must have EAD in order to return

❖ [CGU Handout on Travel while on OPT](#)



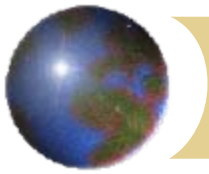
OPT Ending

- ⊕ Further education
 - ⊞ SEVIS transfer
- ⊕ Return home
- ⊕ STEM Extension
 - ⊞ New I-765
 - ⊞ Apply before OPT end date
- ⊕ Change status
 - ⊞ H1B
 - ⊞ Some other status



H1B Status General Information

- ⊕ Employment-based immigration status
- ⊕ Job must qualify as a “specialty occupation”
- ⊕ Employment from U.S. employer required
 - ⊞ Alien can not self-petition
- ⊕ Employee qualifications
 - ⊞ At least a bachelor’s degree (or equivalent)
 - ⊞ Qualifications for the “specialty occupation”



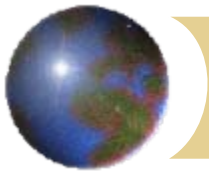
H1B Status General Information

⊕ H1B cap

- ⊞ 65,000 slots
- ⊞ Special allotment for Chile and Singapore
- ⊞ Additional 20,000 slots for holders of a graduate degree from a U.S. institution

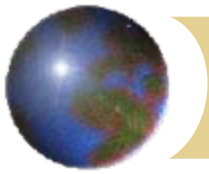
⊕ Cap-exempt employers

- ⊞ Higher education institutions
- ⊞ Non-profits affiliated with higher education institution
- ⊞ Non-profit research organizations
- ⊞ Governmental research organizations



H1B Application Procedures

- Employer files Labor Condition Application
 - U.S. Department of Labor
 - Certifies prevailing wages, working conditions and benefits
- DOL reviews and certifies LCA
 - Returns certified LCA to employer
- Employer files Petition for Nonimmigrant Worker
 - April 1 – application window opens
 - Sends to USCIS
 - With certified LCA and supporting materials



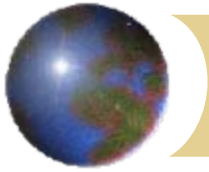
H1B Application Procedures

✚ Fees

- ✚ Depends on type of employer, processing and attorney fees
- ✚ Base fees of approx. \$1,500
- ✚ Premium processing fee of \$1,000
- ✚ Attorney fees start at approximately \$1,000

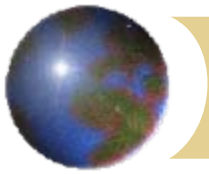
✚ USCIS approves petition

- ✚ Change of status (ex: F1 to H1), or
- ✚ Notifies State Department for consular action (visa application)
- ✚ Extending or amending current H1B status



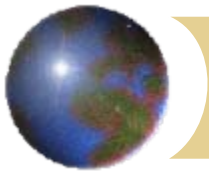
OPT + H1B Cap-Gap Provision

- ❁ OPT ending before H1B status begins
 - ❑ OPT status automatically extended
 - H1B application pending
 - H1B application approved
 - ❑ Must contact DSO for new I-20
 - Provide DSO with proof of H1B approval



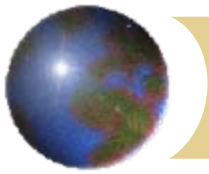
OPT + H1B Typical Scenario

- ✦ OPT end date June 30, 2011
 - ✦ H1B filed April
 - ✦ H1B approval notice sent July 15
 - OPT still valid between June 30 and July 15
- ✦ H1B start date October 1, 2011
 - ✦ OPT automatically extended until September 30, 2011
 - ✦ Contact DSO for new I-20
 - ✦ New I-20 indicates cap-gap extension
- ✦ Continue working
- ✦ Still subject to OPT reporting requirements until October 1, 2011



Remember

- ✦ Always check with your International Student Advisor/Coordinator before accepting any offer of employment if you are unsure if it is suitable
- ✦ Report all changes in OPT employment, address, and email address/phone number
- ✦ No unauthorized employment!



Remember

- I-Place is available for questions at any time
 - iplace.claremont.edu
 - ipoffice@cmc.edu
 - 909-621-8344

- Or Come See Us!!