EMPLOYMENT

OPTIONS for F1 STUDENTS

On Campus Employment

Curricular Practical Training

Optional Practical Training

Severe Economic Hardship

Employer Recognized under the International Organizations Immunities Act

International Student Services

79 Fifth Avenue, 5th Floor New York, NY 10003 Phone (212) 229-5592 Fax (212) 229-8992

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ON-CAMPUS EMPLOYMENT

On-campus employment is the easiest employment option for F-1 students to use. It requires no written authorization. What is required, however, is that you be in compliance with all F-1 regulations.
In other words, you must—

- Be and have been enrolled full-time for every fall and spring semester since you began this F-1 status;
- Have a current passport;
- Have a current I-94 card noted with "F-1 D/S";
- Have a current I-20 that accurately reflects your program of study;
- Have not worked without appropriate authorization;
- Have followed all other regulations pertaining to F-1 status.

Eligibility: If all the above is true, then you are eligible for on-campus employment. You are eligible to begin on-campus employment immediately upon entry into the USA in F-1 Student status. However, **you must not work more than 20 hours per week while classes are in session**. You can work up to 40 hours per week **ONLY** during official school breaks.

Likewise, **you are required to stop working on campus once you have completed all the requirements for your program of study**. The graduation ceremony is NOT a requirement for your program of study. For most students, the last day you are allowed to work on campus is the last official day of classes in the semester just before graduation. For graduate students, it is once all your work on your thesis or final project has been completed.

Please note that many on-campus jobs are funded by US government College Work Study grants. These are for US citizens and Permanent Residents ONLY. When looking for an on-campus job, always ask if the wages are paid from an On-Campus Student Employment ("OCSE") account. F-1 students enrolled full-time are eligible to take these jobs.

On-campus employment means that you may work for the following employers only:

- The New School
- Chartwells Food Service (Main Campus only)

Any other employer is NOT considered to be an on-campus employer, and you may not work for any other employer thinking that you can work under the terms of "On-Campus Employment."

Special instructions for internationals applying for on-campus employment. You should attach the following **copies** to your Form I-9 (a form you must submit to your supervisor when you first begin working):

- Passport bio pages (includes your picture and passport expiration date);
- I-94 card (front & back) stapled in your passport;
- Current I-20 (front & back).

When completing forms with your supervisor, you should follow special directions for completing Forms W-4 and IT-2104.

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for on-campus employment. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an International Student Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions. So make sure that you know the parameters within which you may be employed on-campus and make sure that your employment plans are in compliance.

You must stop working on-campus once you have completed all the requirements for your program of study.

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CURRICULAR PRACTICAL TRAINING

When considering whether Curricular Practical Training applies to you, think about the words used to describe it: "Curricular" is an adjective meaning that it is part of your curriculum—or part of your program of study. "Practical" implies that it is hands-on and an opportunity to apply in real-life applications what you have learned in the classroom. "Training" means that you will be participating in this activity as a way of developing valuable skills; it is part of the learning process. Thus, Curricular Practical Training is not just a way to get authorized employment. It is first and foremost ***a bona fide opportunity to continue or deepen the learning that you are doing within your program of study***. CPT is limited to **20 hrs/week** when school is in session.

It is not, however, simply an opportunity to work. If you are looking for a job to earn spending money, then you should be looking for on-campus employment.

If you will be receiving payment for your internship, then the employment authorization **MUST** be added to your I-20. You must get proper authorization before you start any work, in which you will receive any payment. Payment includes receiving a salary, compensation for transportation or food. Please check with ISS **BEFORE** you begin the internship.

Eligibility: All international students who have maintained lawful, full-time enrollment for one full academic year and are currently in F-1 status, without any violations, are eligible to apply for Curricular Practical Training.

HOW TO APPLY FOR CPT - In Brief

1. **Find an internship,** in your current program of study that offers an educational opportunity that your Department will support.

Type #1 CPT, when the learning potential via employment is critical and integral to your program of study.

You may not be required to do an internship to earn your degree, but you may have had a great job offer that directly relates to your curriculum and that your Department is willing to support as being critical and integral to your program of study. For example, PhD students may land college-level teaching opportunities in their fields of study. Design students may get the opportunity to work with important designers in positions that would truly teach them about applying their craft in the real world. You may apply for CPT as long as in writing your Department—

- Supports your assertion that the proposed employment is critical and integral to your program of study;
- Is willing to sign a supervisory agreement with your employer;
- Offers you academic credit(s) that count towards the requirements for your program of study.

Type #2 CPT, when employment is a requirement for your program of study.

To earn your degree, some programs of study officially require that you work a certain number of hours in your field. At this time, ONLY the following programs require such employment:

- PhD in Clinical Psychology
- Milano MS Programs—Maximum of 900 hours.

In this case, you will NOT need to register for credit. Instead, you will need to show the number of hours that are remaining for you to meet minimum program of study requirement

2. Make sure that you **inform your employer that you are permitted to work only 20 hours per week** while classes are in session.

3. **Before employment begins,** complete the CPT application procedure. You must have

employment authorization on your I-20 **BEFORE** you can start working on Curricular Practical Training.

PLEASE CONTACT ISS TO RECEIVE INSTRUCTIONS ON HOW TO APPLY FOR CPT AUTHORIZATION

ISS takes three business days to authorize CPT. Make sure that the authorization process is completed at least ten days before your first day of scheduled work. CPT authorization consists of several lines of text on the third page of a new I-20.

To support the earning of academic credit and make it easier for your Department to asses your progress, CPT is approved for one semester as a time. Keep in mind that any full-time Curricular Practical Training internship, if approved by ISS, that lasts for 12 months or more automatically disqualifies an F-1 Student from being eligible to apply for Optional Practical Training (OPT).

Special instructions for internationals applying for Curricular Practical Training. You should attach the following **copies** to your Form I-9 (a form you must submit to your supervisor when you first begin working):

- Passport bio pages (includes your picture and passport expiration date);
- I-94 card (front & back) stapled in your passport;
- Current I-20 (front & back).

When completing forms with your supervisor, you should follow special directions for completing Forms W-4 and IT-2104.

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for Curricular Practical Training. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an International Student Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions. So make sure that you know the parameters within which you may be employed on Curricular Practical Training and make sure that your employment plans are in compliance.

You are NOT permitted to begin working based on Curricular Practical Training until you get the employment authorization added to your I-20.

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OPTIONAL PRACTICAL TRAINING

When considering whether Optional Practical Training applies to you, think about the words used to describe it: "Optional" is an adjective meaning that if you have a choice—you are not required to do it, but you may if you wish to. "Practical Training" means that you will be able to get hands-on experience or develop valuable skills as you apply what you are learning in real world situations. Thus, Optional Practical Training ("OPT") is a way to get authorized employment because it is first and foremost a bona fide **learning** opportunity.

It is not, however, an opportunity to work in any profession or to work indefinitely. Also, if you are planning to live and work in the US for more than a year after graduating, you should explore other visa statuses.

Eligibility: All international students who have maintained lawful, full-time enrollment for 2 academic semesters and are currently in F-1 status, without any violations, are eligible to apply for a maximum of 12 months of OPT.

You may not begin work until Department of Homeland Security issues you an EAD (Employment Authorization Document) card and you must work ONLY within the dates authorized on the card.

Pre-Completion OPT is available to students before they graduate. It can be taken in increments (one month, two months, *etc.*); and **before** completing your program of study. It can only be taken at a half-time rate—*i.e.*, you can work up to 20 hours per week for up to 24 months. Additionally, you must continue studying full time, unless you are authorized to be below full time.

The OPT employment must be directly related to your current program of study. With the help of an ISS Advisor you must make a convincing argument to the US Department of Homeland Security that this employment is directly related to your program of study. International Student Services recommends that pre-completion OPT be used for prestigious job offers that will look good on your resume. Pre-Completion OPT takes away from your Post-Completion OPT time,

To apply for pre-completion OPT, you must—
Meet with an International Student Advisor, to determine eligibility.

Post-Completion OPT should begin within 60 days after completing all the requirements for your program of study, and must end no later than 14 months after. You **must** apply for Post-Completion OPT **BEFORE** completing your program of study, and you must take it at the full-time rate.

To apply for Post-Completion OPT, you must—

- Attend an OPT workshop. The workshop will give you the forms as well as information on how to apply for OPT. (See the schedule at ISS. There are plenty of workshops throughout the semester.)
- You must submit an application to the Service Center **before** the 60th day from your last day of classes.

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for OPT. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an ISS Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions. So make sure that you know the parameters within which you may be employed on Optional Practical Training and make sure that your employment plans are in compliance.

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SEVERE ECONOMIC HARDSHIP

Employment authorization based on Severe Economic Hardship is not available to students who are simply in great economic need. To be eligible, students must be able to document that they carefully planned their financial support for their entire program of study, but due to unforeseen circumstances beyond their control, their financial support is now inadequate.

Examples of unforeseen circumstances beyond your control include large medical or dental bills in your family, serious illness, death, unanticipated business problems for your sponsor, natural disasters, or sudden devaluation of currency in your home country.

Eligibility. To be eligible for employment authorization based on Severe Economic Hardship, the following must all be true and you must have documentation to prove it:

- You have been enrolled full-time for every fall and spring semester since beginning your F-1 status;
- Have a current passport;
- Have a current I-94 card noted with "F-1 D/S";
- Have a current I-20 that accurately reflects your program of study;
- Have not worked without proper authorization;
- Have followed all other F-1 student regulations;
- Have been in compliance with the above-listed criteria for at least two academic semesters.
- **Key to a successful application**: be able to document that you carefully planned your financial support (usually the original financial documentation used to apply for an I-20) but then also document that **due to events outside your (or your sponsor's) power to control**, your plans were negatively affected.
- Have made a strong effort to obtain on-campus employment or be employed on-campus but not been able to earn enough to cover the difference caused by the failure in your financial support.
- Explain how and why employment will not interfere with your full-time studies

Application Process. If you think that you may qualify for employment authorization based on Severe Economic Hardship, make an appointment to discuss your case with an International Student Advisor. Bring any documentation that you have that might support all of the arguments described above.

If your case seems eligible, an International Student Advisor will give you a packet of forms to complete and a list of required documents to submit. When all is assembled, you will submit an application to the US Department of Homeland Security. There is an application fee, which cannot be waived, and it can take up to 3 months for the Service Center to process your application.

Duration of Employment Authorization. US Department of Homeland Security grants employment authorization based on Severe Economic Hardship in one-year renewable intervals.

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for Severe Economic Hardship employment. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an International Student Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions. So make sure that you know the parameters within which you may be employed on Severe Economic Hardship and make sure that your employment plans are in compliance.

You are NOT permitted to begin working based on Severe Economic Hardship until receiving your EAD (Employment Authorization Document) card.

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EMPLOYER RECOGNIZED UNDER THE INTERNATIONAL ORGANIZATIONS IMMUNITIES ACT

Employment with an international employer recognized under the International Organizations Immunities Act is an opportunity to work for an international organization up to 20 hours per week, while school is in session. It requires formal authorization from the US Department of Homeland Security and can take up to three months to get the work authorization approved.

Of course, you are required to be in compliance with all F-1 regulations. In other words, you must—

- Be and have been enrolled full-time for every fall and spring semester since you began this F-1 status;
- Have a current passport;
- Have a current I-94 card noted with "F-1 D/S";
- Have a current I-20 that accurately reflects your program of study;
- Have not worked without proper authorization;
- Have followed all other regulations for F-1 status.

Eligibility: If all the above is true, then you are eligible to apply for employment with an International Employer Recognized under the International Organizations Immunities Act. Examples of recognized International Organizations include : United Nations, World Bank, and International Monetary Fund. See a list at http://www.newschool.edu/studentservices/international/subpage.aspx?id=50183

You are eligible to apply for such employment no earlier than the report date of your first semester and **you must register for a full-time course load**.

You are NOT permitted to begin working at an International Organization until receiving your EAD (Employment Authorization Document) card.

Likewise, **you are required to stop working for the international employer as an F-1 student once you complete all the requirements for your program of study**. The graduation ceremony is NOT a requirement for your program of study. For most students, the last day you are allowed to work in F-1 status is the last official day of classes in the semester that you plan on graduating. For graduate students, it is once all work on your thesis or final project has been completed.

Instructions. Schedule an appointment to meet with an International Student Advisor, in order to find out the documents that you will need to submit.

Special instructions for internationals applying for Curricular Practical Training. You should attach the following **copies** to your Form I-9 (a form you must submit to your supervisor when you first begin working):

- Passport bio pages (includes your picture and passport expiration date);
- I-94 card (front & back) stapled in your passport;
- Current I-20 (front & back).

When completing forms with your supervisor, you should follow special directions for completing Forms W-4 and IT-2104.

Finally, keep in mind that you should take the lead in monitoring whether or not you are eligible for employment with an International Organization. If you are unclear if you are eligible for this employment option, then contact the ISS office in order to schedule an appointment to meet with an ISS Advisor. It is important to know if you are eligible to work, before you start receiving any payment for employment. You must take full responsibility for your actions.

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