INTERNATIONAL STUDENT’S GUIDE TO EMPLOYMENT
International Student Employment

**Note:** Federal Work-Study (FWS) is an employment program for Federal Aid eligible students who qualify. To be eligible for Federal Work-Study you must be a citizen of the U.S., a U.S. National, or a U.S. Permanent Resident who has an alien Registration card.

**On Campus Student Employment**

The primary type of International Student Employment is On Campus Student Employment (OCSE).

There are number of ways of going about finding a job on campus:

- Inquire in person to your department of studies.
- Inquire in person to the various departments and libraries on campus.
- Check the numerous public notice boards for postings on campus.

The important thing to do is:
Proactively seek out job opportunities. Rarely will a job make itself available. Always have a current resume available.

OCSE positions are listed online at [www.careers.newschool.edu](http://www.careers.newschool.edu) and rarely at the Student Employment Office. To find a job through The New School careers page you would need to go through the following process.

1. Go to [www.careers.newschool.edu](http://www.careers.newschool.edu)
2. Click on ‘Students’.
3. You can then browse through the list of current openings and apply to positions that interest you.
4. Make sure you thoroughly read job descriptions as some offices might have special application instructions.

Once employed, (and in order to receive a paycheck), an International Student MUST complete this process:

1. Apply for a Social Security Card
   a. Must have offer of employment.
   b. Obtain letter from employer stating nature of student’s job.
   c. Bring letter from employer to ISS and request a letter from ISS stating that the student is eligible for employment.
   d. Bring both letters to one of the Social Security Administrations offices with I-20 and passport.
   e. Note: It usually takes around 2 weeks for students to receive the card.

   *The New School will pay students only as long as they have proof of their application*

2. Fill out the Foreign National Information Collection Form (from Human Resources Office, 79 Fifth Avenue, 18th floor New York, NY 10003)
   a. Copies of the following documents must accompany the form:
      i. Social Security Card or a letter of proof that you have applied for a card
      ii. Passport
iii. Visa documents  
iv. I-94 Departure Record (front and back)  
v. I-20: Certificate of Eligibility for Nonimmigrant (F-1) Student Status or DC2019: Certificate of Eligibility for Exchange Visitor (J-1 Visa)  

3. Student will be contacted via e-mail to come and sign their tax forms when ready. 

Note: The student will be paid only after their paperwork is completed and processed. 

4. Direct Deposit: 
a. Payroll strongly recommends students to apply for Direct Deposit (the form can be picked up at the Human Resources Office). This will ensure that your pay is automatically sent to your account and immediately available to you upon payday. 

Resident Advisor Positions 

Resident Advisors live in the dormitories on campus, organize and plan educational, social, cultural and recreational activities, and offer one-on-one counseling and resident advising. You must have a commitment to being available for evening meetings and residence hall activities. Students who have lived in New School housing will, in most cases, be better qualified for this position than those who have not. 

Graduate Departmental Scholarship and Assistantship¹ 

The New School offers scholarships to many of our graduate international students. All graduate students will be considered for scholarship support at the same time that they are being considered for admission into their program. The New School will automatically notify you of an award on your acceptance letter or through a separate financial aid award letter soon after you are admitted to the school. 

Every academic department that offers assistantships determines them differently. In addition, not every academic department has assistantship opportunities available. Assistantship awards are made to students after they start the program and are paid directly to the student. Speak with your academic department about the assistantship application process. 

¹ Excerpt from Student Financial Services webpage: http://www.newschool.edu/studentservices/financialaid/apply_intl.aspx
Off-Campus Employment

There are four types Off-Campus Employment available to International Students in F-1 Status

However to be eligible to work off campus and receive payment (with the exception of an internship with an international organization), an international student must be enrolled full-time for at least one academic year (two full semesters). In addition, an International Student Advisor or USCIS must authorize students in writing and via SEVIS before the first day of employment. The four types of off-campus employment include:

1. **Curricular Practical Training:** This type of employment must be an integral and critical part of your program of study, such as required fieldwork, or a for-credit internship. This employment must be no more than 20 hours per week while classes are in session. Students may work full-time (40 hours per week) with proper authorization during vacations.

   *Note:* Students must be in F-1 status for one full academic year before they can be eligible.

2. **Optional Practical Training:** This type of employment must also be directly related to your field of study, but it is limited to a maximum of 12 full months for each higher degree. (In other words, if you complete an undergraduate degree, you can do 12 months of Optional Practical Training, and then after completing a graduate degree, you can do another 12 months of Optional Practical Training). Students usually use this type of work authorization after completing their programs of study, but some also do Optional Practical Training before completing their program of study. You may apply for this benefit up to 60 days after completing your program of study.

   *Note:* English as a Second Language (ESL) students are not eligible for Practical Training.

3. **Internship with an international organization:** Employment with a recognized international organization within the meaning of the International Organization Immunities Act (examples include the United Nations, the World Bank, etc.).

   *Note:* Students do not need to wait a full academic year before they are eligible to apply to the Department of Homeland Security for this type of authorization.

4. **Severe economic hardship:** Employment due to unforeseen and severe economic difficulties may be authorized in extreme situations. Circumstances may include a loss of financial aid, substantial changes in the value of currency, unexpected financial difficulties of your sponsor, unexpected medical bills, or large increases in the cost of tuition or living expenses.

   *Note:* Students must be in F-1 status for one full academic year before they can apply.

   *Note:* Again, in all cases but on-campus employment, be sure to obtain written authorization from International Student Services or USCIS first.

There are two types of Off-Campus Employment available to International Students in J-1 Status:

1. **Academic training:** This type of employment must be critical and integral to your academic program of study. You are allowed one month of Academic Training for each
month you are enrolled full time in your program of study. It is limited to a maximum of 18 full months for your entire academic career. (In other words, if you complete an undergraduate degree and then a graduate degree the total Academic Training permitted is still only 18 full months.) However, once students finish all requirements for their PhD, they are eligible for up to 36 months of Academic Training. Most students use this type of authorization after completing their programs of study, but some students may also do Academic Training before graduation. Talk to your International Student Advisor to discuss your options.

2. **Severe economic hardship:** Employment due to unforeseen and severe economic difficulties may be authorized in extreme situations. Circumstances may include a loss of financial aid, substantial changes in the value of currency, unexpected financial difficulties of your sponsor, unexpected medical bills, or large increases in the cost of tuition or living expenses.

**Note for J-2 Dependent employment:** Your J-2 dependent(s) may apply to the Department of Homeland Security to get authorization to work provided that the purpose of the employment is not to support you as the J-1, but to enhance the J-2’s participation in the Exchange Visitor Program—and also take part in cultural and educational exchange.

**Note:** For more information on On-Campus and Off-Campus Employment, CPT and OPT, please see *Study in the States'* guide to *Working in the States*. 