

International Student Employment Guide

On-Campus Employment for F-1 Students

- F-1 students can work on-campus up to 20 hours/week during a semester and full-time during vacations and breaks. F-1 students must be enrolled in coursework full-time to work on-campus.
- F-1 students do not need special permission to work on-campus.
- F-1 students will need to obtain a social security card to begin student employment. To apply for a social security number, please pick up a support letter request form from the CIE, GSC 230.
- F-1 students cannot work off-campus without work authorization.

Off-Campus Employment for F-1 Students

To apply for work authorization, international students must be eligible for *Curricular Practical Training (CPT)* or *Optional Practical Training (OPT)*. Please set up an appointment with an International Student & Scholar Services (ISSS) staff to discuss the application process.

Curricular Practical Training (CPT) Work Authorization

- F-1 students may participate in an internship/co-op/practicum program defined as “an integral part of an established curriculum.”
- CPT programs can be required or optional, paid or unpaid.
- For F-1 students to be eligible for CPT, students must have been enrolled in the F-1 status for one academic year (9 months).

Steps to Apply for CPT

- 1) Arrange for placement with the Director of the Co-op program or your faculty advisor. Please note your practical training must be directly related to your field of study.
- 2) Complete ISSS application request and gather any supporting materials (employment offer letter). <http://www.xavier.edu/international-students/documents/6CPTApplicationPacket.pdf>
- 3) Submit this application and your most recent I-20 to ISSS in the CIE. Please submit this during ISSS Walk-in Advising hours, so an ISSS staff can review your materials and answer any questions you may have about CPT.
- 4) CPT requests may take up to 5 days to process. Once you are approved for CPT, a new I-20 will be issued to you with the CPT authorization printed on page two of your new I-20.
- 5) Do not begin work without your CPT authorization in hand. Students who begin working without written permission will be breaking US law and will be out-of-status with immigration.

Optional Practical Training (OPT) Work Authorization

- F-1 students may work off-campus in a job that is directly related to their major of studies for 12 months.
- F-1 students must meet certain eligibilities in order to apply and be authorized for OPT. Meet with an ISSS staff member to discuss these requirements.
- F-1 students must apply for OPT prior to their completion of studies. We suggest that eligible students begin inquiring with the CIE at the beginning of the semester in which they will graduate. The application is time sensitive and may take 2-5 months to process through USCIS (U.S. Citizenship Immigration Services).

International Student Employment Guide

On-Campus Employment for J-1 Students

- J-1 students can work on-campus up to 20hours/week during a semester. J-1 students must be enrolled in coursework full-time to work on-campus.
- J-1 students do need special permission to work on-campus. Students must request permission to engage in part-time work from their J-1 sponsor. J-1 sponsors are listed in Box #2 of the DS-2019.
- J-1 students cannot work off-campus without work authorization.

Off-Campus Employment for J-1 Students

To apply for work authorization, J-1 students must be eligible for *Academic Training (AT)*. Please set up an appointment with an International Student & Scholar Services (ISSS) staff to discuss the application process.

Academic Training (AT) Work Authorization

- J-1 students may work off-campus in a job that is directly related to their field of study.
- J-1 students may participate in AT before or after their completion of their academic program.
- AT requires authorization from the J-1 sponsor; J-1 sponsors are listed in Box #2 of the DS-2019.
- For every month a student holds a J-1 visa, he or she is eligible for one month of participation in the AT program. The maximum number of months that can be accumulated is 18 months.
- J-1 students interested in applying for AT must apply within 30 days after completing their program.

Required Paperwork to Apply for AT

- Complete Academic Training Authorization Form (<http://www.xavier.edu/international-students/documents/2ATApplicationPacket.pdf>)
- Letter from the prospective employer stating the following information
 - Title of the position
 - Length of employment (specific dates needed)
 - Location of employment (address preferred)
 - Salary
 - Type of position (part-time or full-time) and number of hours worked in a week (20+ hours is considered full-time)
 - Brief description of goals and objectives for this position
 - Name, address, phone number and email of supervisor
- Exchange students need letter from home institution authorizing the participation in the AT program
- Original DS-2019
- Passport
- I-94 card