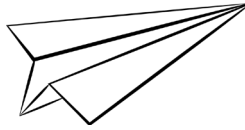




**CENTER FOR
GLOBAL ENGAGEMENT**

Guide to International
Student Employment



Introduction

This brochure will serve as a guide for F-1 international students who would like to find more information about opportunities to work in the United States. If you are an international student studying in the US, you have the opportunity to work but remember that you are restricted by the terms of your visa. You **MUST** know all the requirements and restrictions concerning your visa!



Please note that in every case the student must speak with a member of the Center for Global Engagement staff before they begin working.

What is Work?

Work is considered to be (a) labor or service (b) exchanged for something of value now, or the (c) promise an exchange in the future.

a. This can include, but is not limited to: babysitting, Uber, cleaning, cooking, athletic training, or tutoring

b. This can include, but is not limited to: money, housing, food, or favors

c. It is not permitted to avoid “working” by asking to be reimbursed in the future

If you are in any way exchanging your labor and/or services for money or another type of reimbursement it is considered to be working. You must seek approval from the Center for Global Engagement BEFORE you start working.

Failure to abide by USCIS regulations regarding work could have immediate impact on both your current status and future U.S. visa applications.

Please note that international students may work no more than 20 hours per week during the semester, across all jobs.



On-Campus Employment

Students are eligible to work on-campus with prior permission from the Center for Global Engagement. They may work no more than 20 hours per week while the semester is in session, across all jobs.

Please note that Community Assistants are considered to work 20 hours a week in that position, and are therefore ineligible for additional employment during the semester.

What is considered on-campus employment?

- Work performed on the school's premises directly for your school (including work affiliated with a grant or assistantship).
- Work performed for on-location commercial firms which provide services for students on campus, such as the school bookstore or cafeteria (Employment with on-site commercial firms which do not provide direct student services, such as a construction company building a school building, is not deemed on-campus employment for the purposes of the rule).
- Work performed at an off-campus location which is educationally affiliated with the school. The educational affiliation must be associated with the school's established curriculum or related to contractually funded research projects at the post-graduate level. In any event, the employment must be an integral part of the student's educational program.

On-Campus Employment

How to Apply?

To apply for permission, you must first find a job. Please use Talent Track or reach out to the Center for Student Success directly. Note that your job must meet the requirements on the previous page.

Once you have a job, you will complete a form for a Social Security Number with your new supervisor and submit it to the the CGE for approval.

You may start working once your job has been approved by the CGE **and** you have received your social security card.

RMU Center for Student Success:

<https://www.rmu.edu/why-rmu/campus-experience/student-life/csspd/sep>

Talent Track:

<https://careers.pageuppeople.com/856/ci/en-us/listing>



Curricular Practical Training (CPT) AKA Internships

F-1 students studying may be eligible to seek authorization for practical training to engage in temporary employment to gain practical experience directly related to their field of study. This means that you must be registered for an internship class at RMU in order to be eligible for CPT. CPT is approved on a per-semester basis, therefore, a student must submit a new application and enroll in an internship class every semester.

When can I apply? With few exceptions, a student is eligible to apply after completing one year (2 semesters) of full-time study at Robert Morris University.

How to apply: Work with your academic department or Career Services to set up an internship. Once the internship is approved, provide proof of enrollment in an internship class and a signed offer letter from the employer to the Center for Global Engagement.

Important notes:

- ★ Students must be enrolled in an internship class
- ★ Students may not start working until CPT approval has been added to the I-20
- ★ It is not mandatory that an unpaid internship be reported, but it is highly recommended
- ★ Completing 12 months of full-time CPT will make a student ineligible for OPT

Optional Practical Training (OPT)

Every F-1 visa holder has the right to gain practical experience related to their degree for at least one year after they graduate. They can work at any company related to their degree or start their own company.

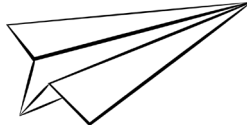
When can I apply? Students can apply 90 days before their graduation date, through 60 days after they graduate. However it is highly recommended that students apply as soon as possible, as the decision timeline averages about 90 days. A late application may take away from the full year of OPT eligibility.

Students do not need to have a job before they apply

How to apply? Students need to submit the G-1145 and I-765 forms, along with all supplemental documentation to the Center for Global Engagement for review. Please visit <http://www.rmu.edu/globalengagement/CurrentStudents> for detailed application information.

Important notes:

- Student may not leave the country between sending the OPT application and getting OPT approval and finding a job
- Student will have 90 days from the start of their OPT to find a job before the OPT is cancelled
- Student may not start working until they have received their employment card
- STEM students are eligible for a two year extension. Talk to CGE for more information



Reference Information

General International Student Employment: 8 CFR 214.1(e)

On-Campus Employment: 8 CFR 214.2(f)(9)(i)

Curricular Practical Training: 8 CFR 214.2(f)(10)(i)

Optional Practical Training: 8 CFR 214.2(f)(10)(ii)

OPT STEM: 8 CFR 214.2(f)(10)(ii)(C)

All students must speak to and receive approval from
a Center for Global Engagement staff member
BEFORE starting employment.

More information is available at rmu.edu/f1work

*Important note on social security numbers (SSN)

A Social Security number/card alone does not carry with it the right to work. Even with a SSN, students must seek and receive approval every time they start new employment.