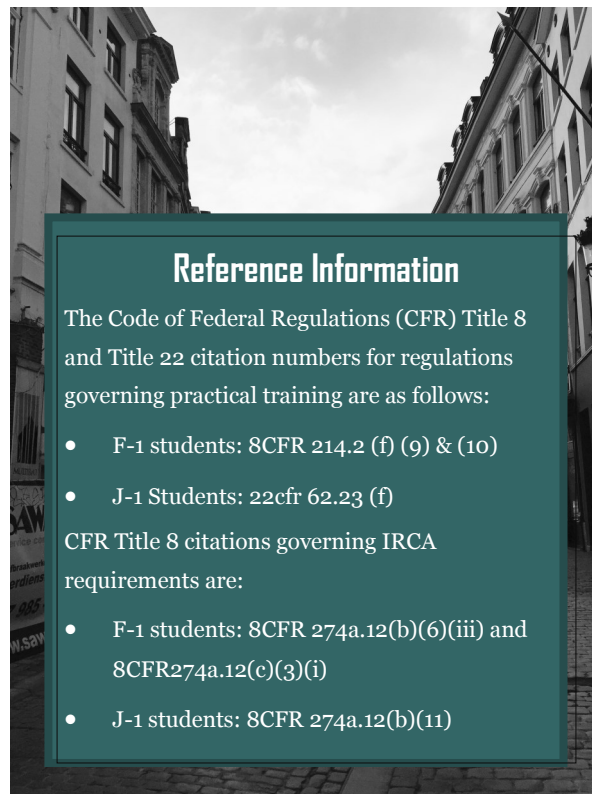## Frequently Asked Questions

Is it illegal to hire international students because they do not have a green card?

∗ No. Federal regulations permit the employment of international students on F-1 and J-1 visas within certain limits.

Does hiring international students cost a lot of money or involve a lot of paperwork for the company?

∗ No. The only cost to the employer hiring international students is the time and effort to interview and select the best candidate for the job. The Center for Global Engagement handles the paperwork involved in securing the work authorization for F-1 and J-1 students. In fact, a company may save money by hiring international students because the majority of them are exempt from Social Security (FICA) and Medicare tax requirements.

Reference Information

The Code of Federal Regulations (CFR) Title 8 and Title 22 citation numbers for regulations governing practical training are as follows:

• F-1 students: 8CFR 214.2 (f) (9) & (10)

• J-1 Students: 22cfr 62.23 (f)

CFR Title 8 citations governing IRCA requirements are:

• F-1 students: 8CFR 274a.12(b)(6)(iii) and 8CFR274a.12(c)(3)(i)

• J-1 students: 8CFR 274a.12(b)(11)

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If you have any questions about hiring Robert Morris University international students, please contact Tabitha Slater, the immigration manager at RMU. She can be reached at **slater@rmu.edu or (412) 397-5943.**

Employers' Guide to Hiring RMU International Students

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This brochure is intended to address concerns employers might have about employing international students. Getting permission for international students to work in the U.S. is not as difficult as many employers think. Most international students are in the U.S. on nonimmigrant student visas (F-1 and J-1), and these international students are eligible to accept employment under certain conditions.

Center for Global Engagement

(412) 397—4243
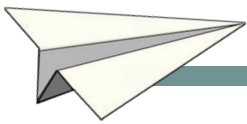
Why Hire International Students?

International students offer employers a wide range of skills and abilities. Their outstanding Robert Morris University education, their intercultural experience, and their diverse language skills, make them a unique asset to US employers, especially those engaged in the global economy.

Practical/Academic Training is designed to allow international students the opportunity to gain work experience directly related to their field of study. As a result, they benefit from the employment, but in return, your organization benefits greatly from their unique skills and new approaches to challenges, along with creating opportunities for organic, multicultural-competency development of your existing team. There is also an opportunity to hire the student on a more permanent basis, through the H1B visa process.

Minimum Paperwork for the Employer

There is little paperwork for an employer who hires F-1 or J-1 students. All paperwork is handled by the students, the school, and USCIS. For Curricular Practical Training (CPT), the school will make a notation on the students' copy of the I-20 form indicating the Curricular Practical Training has been authorized, and specifying the duration and place of employment. Students authorized for Optional Practical Training (OPT) are required to apply to USCIS (through the school) for an Employment Authorization Document (EAD).

Types of Employment

› CPT (Curricular Practical Training), AKA Internships

F-1 Visa holders are eligible to complete internships as long as they are tied to the university curriculum. This means that a student must be enrolled in an internship class in order to get permission to work.

- Students should meet with Center for Global Engagement to determine eligibility
- Authorized by Robert Morris University (upon receipt of Job Offer Letter from company)
- Authorization lasts for the length of the semester, and/or no more than 4 months
- Students may only work 20 hours a week during the semester (September through April)
- Authorization can be found on second page of student's I-20 under CPT
- Should have name of employer, start and end date, and full or part time
- DSO signature required for validation
- Authorization takes 2-3 Business days
- Students may not start working until they have authorization

› OPT (Optional Practical Training)

- F-1 Visa holders may apply for one year of work permission after they graduate, STEM students may apply an additional 24 months if the company is E-verified
- Authorized by USCIS after review from the Center for Global Engagement
- Takes approximately 90 days for application to process
- Authorization Documents
  - Second page of student's I-20 will show OPT approval, in additional to employment dates, company name, and full or part time
  - EAD Card (received from federal government)
- Student may not begin work until they receive a valid EAD card