

Employment in F-1 status

Types of employment available to F-1

Like all nonimmigrant categories, the F-1 category is bound by general restriction on employment. A nonimmigrant who is permitted to engage in employment may engage only in such employment as has been authorized by Trinity University and/or Citizenship & Immigration Services (CIS). Any unauthorized employment by a non-immigrant constitutes a failure to maintain status.

In order to maintain valid F-1 status, Trinity international student must not work in the United States, unless the employment is specifically authorized under one of the categories discussed below.

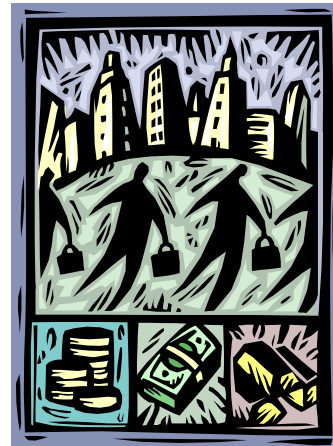
There are five categories of employment available to F-1 international students:

1. On-campus Employment
2. Employment authorized because of severe economic hardship
3. Special Student Relief program employment, which is based on the on-campus and economic hardship employment categories
4. Certain employment sponsored by international organizations
5. Practical Training:
 - Optional Practical Training (OPT)
 - Curricular Practical Training (CPT)

You must have Social Security card in order to be eligible for employment in either of these categories.

Social Security Administration issues cards to people lawfully admitted to the United States on a temporary basis who have DHS authorization to work. The card will show your name, number and will note, "VALID FOR WORK ONLY WITH DHS AUTHORIZATION."

There is no charge for a Social Security number and card.



1. On Campus Employment

8 C.F.R. 214.2(f)(9)(i)

F-1 students are generally permitted to work part-time on the premises of Trinity University with valid I-20, while attending school and maintaining F-1 status. It is limited to 20 hours per week while school is in session and can be full-time during official school breaks.

This type of employment is "incident to status", and does not require P/DSO authorization, does not require an

update to the SEVIS record and does not have to be related to course of study.

Duration of on-campus employment: it can be used throughout period student is perusing a full course of study.

On-campus also includes with on-location commercial firms which provide services for students on campus, such as Aramark Dining Services.

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On-campus employment (continued)

On-campus may also include work at an off-campus location which is educationally affiliated with Trinity University's curriculum or related to contractually funded research project is an integral part of the student's educational program.

Initial entry students cannot begin work sooner than 30 days prior to start of classes.

A student may not engage in on-campus employment during the 60-day grace period following the completion of a course of study or thereafter, except in the following situations:

- Employment authorized for practical training
- Employment between academic levels at Trinity University

- Employment between programs when transferring schools

International students temporarily attending two institutions concurrently may work only on campus of the institution that issued their Form I-20. On-campus employment eligibility ends whenever an international student fails to maintain status.

Student Employment at Trinity University

To Find A Job:

- Bring your identification (as required on the I-9 form), Social Security card and I-20 to Human Resources, Northrup Hall, Room108.

- Human Resources will verify your identification for the I-9 form and have you complete tax information. Once completed, Human Resources will stamp "Approved" on your application.
- Please review the list of vacant positions for student employment and select a job in which you are interested.
- Human Resources will assist you in contacting the department(s) of interest and schedule an interview for you.

Once hired, take the Employment Agreement to Financial Aid. It should be signed by the student and the supervisor.

"An international student cannot begin the off-campus employment until he or she receives the EAD from CIS"

Off-campus employment

An international student may be authorized for off-campus employment under the following circumstances:

- Severe, unforeseen economic necessity
- Internship with an International Organization
- Employment based on the

Special Relief program

These types of off-campus employment must be recommended in SEVIS by P/DSO, and adjudicated and approved by Citizenship & Immigration Services (CIS), which issued Employment

Authorization Document (EAD) evidencing the employment authorization.

2. Employment based on severe economic hardship 8 C.F.R. 214.2(f)(9)(ii)

Preconditions: must have been in F-1 status for at least one full academic year, must prove to CIS that employment is necessary due to severe economic hardship caused by circumstances beyond his or her control that arose after obtaining F-1 status.

Location: designed for off-campus employment but can be

done on-campus.

Duration: granted by CIS in increments of one year at a time and authorization ends if a student transfers schools.

Hours per week: limited to 20 hours per week while school is in session and can be full-time during official school breaks.

Field/level of work: can be any

job and does not have to be related to course of study.

Offer of employment: not required.

Approval process: must document in detail the circumstances causing the economic need, apply for EAD from CIS after P/DSO updates SEVIS with recommendation.

3. Employment with an International Organization 8 C.F.R. 214.2(f)(9)(iii)

This employment benefit allows F-1 students to work for recognized international organizations within meaning of the International Organization Immunities Act [59 Stat. 669].

Preconditions: students are eligible as in F-1 status with no waiting period. Available only while student is in F-1 status, before completion of the educational objective.

Location: must be with qualified international organization. For complete listing of international organizations, please visit <http://foia.state.gov/masterdocs/09fam/0941024X1.pdf>

Duration: granted by CIS in increments of no more than one year.

Hours per week: can be

approved for full-time employment.

Field/level of work: does not have to be related to course of study, but international organizations usually hire students for positions in their field of study.



International Organizations

Offer of employment: must have a written offer of employment.

Effect on other work: use of this category does not effect eligibility for practical training or on-campus employment.

Approval process: must apply for EAD from CIS, and receive EAD before employment begins.

Miscellaneous: must continue to maintain a full course of study in F-1 status during the period of employment.

Form I-765, Application for Employment Authorization, item 16, code (c)(3)(ii)

Fee: money order in the amount of \$175.00 payable to U.S.C.I.S.

Photos: 2 ADIT-style

4. Special Student Relief

Student's substantial means of financial support must come from one of the designated countries:

- Indonesia
- South Korea
- Malaysia
- Thailand
- Philippines

The student does not have to be a citizen of one of those countries to qualify.

International students must have been in F-1 status as of **June 10, 1998**. The date the student obtained F-1 status will be either the date he or she initially entered the United States in F-1 status, or the date that CIS

changed his or her status.

You do not qualify for this category of the employment by simply being a citizen of one of these five countries.

Please note: there are very few international students that qualify for this category of off-campus employment.

“Practical Training is for students that want to engage in temporary employment to gain practical experience in the field of study”

5. Practical Training Optional Practical Training (OPT) and Curricular Practical Training (CPT)

There are several aspects shared by both CPT and OPT:

- Both can be granted for part-time (20 hours or less) or full-time (over 20 hours per week) employment
- An F-1 student must have been lawfully enrolled on a full-time basis in a Service approved college, institu-

tion, conservatory, or seminary for one full academic year.

- Students that enroll in a study abroad program during their course of study is counted towards the one academic year



requirement, as long as the student had spent at least one full academic term enrolled in a full course of study in the United States prior to studying abroad.

Optional Practical Training (OPT) 8 C.F.R. 214.2 (f)(10)(ii)

Optional Practical Training (OPT) is “temporary employment for practical training directly related to the student’s major area of study.”

General eligibility requirements:

- Enrollment for at least one full academic year
- Enrollment must be in the student’s area study and commensurate with the student’s educational level
- Can be authorized for a maximum aggregate period of 12 months per educational level

The student must:

- Apply to the P/DSO sufficiently in advance of the program completion date to allow the SEVIS record to be updated before the completion date is reached.
- Submit photocopies of all prior I-20s (if applicable)
- Submit photocopies of the ID pages from the student’s passport, and for applications for renewal of work authorization, photocopies of the previously-issued EADs
- Submit a letter issued by Trinity University Registrar’s Office, indicating the current academic status and the expected date of completion of studies
- Complete Form I-765, Application for Employment

Authorization, with the code (c)(3)(i) at item 16

- Include Trinity International Programs address as your current address
- Money order made payable to U.S.C.I.S. in the amount of \$175.00
- 2 ADIT style photos
- A copy (both sides) of Form I-94

Please note:

- A student who still has coursework remaining in his or her degree program is limited to 20 hours per week of OPT while school is in session
- The effective date of EAD issued by the Texas Service Center for practical training prior completion of a course of study will be either

the date employment is scheduled to commence, as reflected by the DSO’s recommendation in SEVIS, or the date an EAD is issued, whichever occurs later.

- Authorization to engage in OPT is automatically terminated when the student transfers to another school or begins study at another educational level.
- Once the OPT request is submitted to SEVIS, the student’s records will change to reflect that the OPT request is pending.
- Students may anticipate wide variation in CIS processing times for EADs, and delays are very common.

Curricular Practical Training (CPT) 8 C.F.R. 214.2 (f)(10)(i)

Curricular Practical Training (CPT) must be an integral part of an established curriculum. Curricular practical training is described as alternate work/study, internship, cooperative education, or any other type of required internship of practicum which is offered by sponsoring employers through cooperative agreements with Trinity University.

Preconditions: student must have been lawfully enrolled on a full-time basis and is only available while student is in F-1 status.

Location: students may engage in CPT only for the specific employer, location and period approved and recorded by the P/DSO in SEVIS.

Duration: may be granted by P/DSO in increments of no more than one year, or until expected date of employment completion, whichever is shorter. No cumulative maximum, except that it can only be approved before completion of the academic objective.

Hours per week: can be approved for part-time (20 hours or less) or full-time (over 20 hours).

Field/level of work: must be an integral part of established curriculum, in the student’s course of study.

Offer of employment: must have an offer of employment

from an employer offering work that qualifies CPT.

Effect on other work: use of full-time CPT for one year or more eliminates eligibility for OPT.

Approval process: must receive written authorization from P/DSO, who records authorization in SEVIS and issues SEVIS I-20 with notation, before work begins. Please note that CIS approval is not required.

Miscellaneous: must continue to maintain a full course of study in F-1 status during period of employment, but some exceptions may exist for some CPT.

Cost: FREE

General Tips on Assembling Applications for Mailing

<http://uscis.gov/graphics/fieldoffices/scenational/index.htm#H>

Photographic Requirements

<http://uscis.gov/graphics/lawsregs/handbook/m-378.pdf>

San Antonio U.S.C.I.S. Application Support Center

Randolph Blvd.
5121 Crestway
Drive Suite 112
San Antonio, TX 78239

Open: Tuesday - Saturday
8:00 AM - 4:00 PM
Closed: Sunday, Monday and all Federal holidays