

EMPLOYMENT

On-Campus Employment

Current Wellesley students in F-1 and J-1 status who are maintaining valid status may be eligible for on-campus employment. On-campus employment is limited to 20 hours/week while school is in session and can be full-time during official college breaks. J-1 students must get authorization before beginning employment and report their employer information to Slater International Center through the *J-1 On-Campus Employment Form*.

To apply for an on-campus position, please visit the Student Employment office on the 4th floor of Green Hall or go to the Student Employment website at: <http://web.wellesley.edu/web/Dept/SFS/StudentEmployment>. All students must have a Social Security number before beginning employment (*see Obtaining a Social Security number section*).

Off-Campus Employment for F-1 Students

Curricular Practical Training

Curricular Practical Training (CPT) is work authorization granted to students in F-1 status. CPT is designed to enable students to apply and practice the knowledge and skills gained in their academic program. CPT must be an "integral part of an established curriculum." CPT is granted by the International Student & Scholar Advisor (ISSA) in accordance with U.S. immigration law. Authorization of CPT involves both an immigration component and an academic component.

Immigration Eligibility:

- You must currently be maintaining valid F-1 status and must have been enrolled full-time for at least two semesters immediately before applying for CPT.
- **CPT authorization is employer and date specific.** CPT is authorized from a specific beginning date to a specific ending date and for one specified employer. This means that if your internship changes in any way (different dates, different employer, etc.) you must first obtain authorization from the ISA. Failure to do so may be a violation of your status.
- There is no limit on the amount of time you can be authorized for CPT. However, if you use 12 months or more of full-time CPT you will lose your eligibility for Optional Practical Training (OPT).

Academic Eligibility:

Internships must be approved by the appropriate Wellesley department, and you must be registered for the particular academic course that supports the internship.

- a. Verification that you will be a participant in one of the courses above and that you have been offered a position
- b. The **name** and **complete address** of the company (location where you will work)
- c. A brief description of your project
- d. The name of the course you will be enrolled in
- e. The course number
- f. The number of credits you will receive
- g. The exact start and end dates of your internship (dates must be within the enrolled semester)-
PLEASE VERIFY THAT THE DATES ON THE LETTER ARE THE DATES THAT YOU REQUESTED.
- h. Whether you will work full-time (more than 20 hrs/wk) or part-time (20 hrs/wk or less)

To apply for CPT, call the Slater International Center at 718-283-2082 to schedule an appointment. Bring the **application/letter** and a **copy of your Form I-94** to the appointment. *Note: appointments must be made at least one day in advance.*

If your application for CPT is approved, the ISSA will issue you a new Form I-20 certifying your authorization and will provide you with a letter you can present to your employer verifying your employment authorization.

YOU MAY NOT BEGIN EMPLOYMENT UNTIL YOU ARE AUTHORIZED FOR CPT

Changes and Extensions:

If you wish to change or extend your CPT, you must first obtain written permission from the Wellesley office overseeing your internship (UGCCD or OEL). You must then follow up with your ISSA to obtain a new Form I-20 reflecting changes and extensions in employment.

Optional Practical Training

Optional Practical Training (OPT) is a benefit of F-1 non-immigrant status that allows students to work off-campus in a field related to their area of study. Applying for OPT is a two-step process which begins first with a recommendation for OPT from the International Student Advisor (ISSA) and second, with approval of the application by U.S. Citizenship and Immigration Services (USCIS). In order to maintain F-1 status while on OPT, students must report employer name and address to USCIS and not be unemployed for a total of more than 90 days.

If you are applying for OPT, it is important for you to understand the application procedure and the rules that govern this type of employment authorization. Please read all OPT handouts carefully and speak with an ISSA if you have any questions.

Eligibility

To be eligible for OPT you must be in valid F-1 status and have maintained valid F-1 status for at least one academic year before applying.

OPT Limits

There is a limit of 12 months of full-time OPT. OPT may be used before completion of studies, after completion of studies, or a combination of both time periods. OPT may be full-time or part-time, but any pre-completion OPT is limited to part-time during the school year. Any periods of OPT, whether part-time or full-time, will be deducted from the total twelve-month period available.

- ☐ *Part-time OPT* (20 hours per week or less) is deducted at half of the full-time rate (two months of part-time OPT = one month of full-time OPT) before completion of studies. After completion of studies, part-time OPT is counted at the full-time rate.
- ☐ *Full-time OPT* is training that is more than 20 hours per week. Full-time OPT can only be granted during official college breaks or after the completion of degree requirements.

On your application you must indicate part-time or full-time employment and you must indicate the EXACT DATES of your employment authorization, including a day, month, and year for both start and end dates. The latest possible start date for authorization after the end of your final academic term is 60 days after your completion of studies.

*The 17 month post-completion OPT extension for certain STEM (Science, Technology, Engineering, and Math) degree holders is not applicable for Wellesley students.

When to Apply

OPT applications may be filed up to 90 days before the completion of all degree requirements, and up to 60 days after the completion of all degree requirements. It takes approximately one week for the ISSA to process an OPT Recommendation. Your application must be submitted to USCIS within 30 days of when OPT is recommended by the ISSA. USCIS processing time for this type of application is from 30 to 90 days. Please apply early to avoid delays in starting your employment.

How to Apply

Make an appointment to speak with the ISSA

On the day of your appointment, bring with you:

- ☐ All instructional handouts
- ☐ OPT Date & Employer Verification Form
- ☐ Form I-765-completed and signed
 - ☐ The Form I-765 can be completed online, saved, and printed. This is helpful to eliminate the difficulty of reading handwriting and leads to more accuracy. Please go to <http://www.uscis.gov>, click on "Immigration Forms," and scroll down to Form I-765. Complete the Form, save it for your records, and print out a copy to sign in **blue ink**. If you wish to complete the form by hand, please write in **blue ink**.
 - ☐ Under section 16, write either (c) (3) (B) for post-completion OPT, or (c) (3) (A) for pre-completion OPT.
 - ☐ Carefully consider the address you use to complete this form. You should use an address where you will be in 2-4 months, when your EAD will be mailed.
- ☐ Copy of **all** Form I-20s (pages 1 & 3 stapled together); include forms from previous U.S. schools (if applicable)
- ☐ Copy of your F-1 visa (unless you are Canadian, or have had a change of status approval)
- ☐ Copy of your Form I-94 (front and back)
- ☐ Copy of your passport photo page
- ☐ Copy of your passport expiration date page (if different from your passport photo page)
- ☐ 2 photographs (see *Photo Specification Handout*). Lightly write your name and SEVIS ID# on the back
- ☐ Personal check or money order made out to U.S. Department of Homeland Security for \$380. Write your SEVIS ID # on the front of your check in the memo section. **Do not write on the back of the check.**
- ☐ Copy of any previously issued EADs (if applicable)
- ☐ Special Registrants must show proof of registration and should provide a brief letter indicating their FIN# and the date and location of registration from their last entry in F-1 status.
- ☐ Form G-1145 (if you wish to receive an e-mail and/or text message confirming that your application has been accepted at a USCIS Lockbox facility)

If the ISSA determines that you are eligible for OPT, you will be issued a new Form I-20 with the appropriate recommendation. Your recommendation information will be entered in Student & Exchange Visitor Information System (SEVIS), and you will be contacted by the ISA via email to pick up your OPT application materials.

STEP II: PICK UP YOUR RECOMMENDATION & MAIL YOUR APPLICATION TO USCIS

You are responsible for mailing your application materials to USCIS in a timely manner. **We strongly suggest that you MAKE COPIES OF ALL YOUR DOCUMENTS before mailing, and that you send your application by Priority Mail (USPS) with delivery confirmation.** Send your application packet to:

By U.S. Postal Service

(USPS): USCIS
PO Box 660867
Dallas, TX 75266

By Express Mail or Courier Service

(FedEx, UPS, etc.): USCIS
Attn: AOS
2501 S. State Hwy. 121
Business Suite 400
Lewisville, TX 75067

Maintaining F-1 Status While on OPT

Optional Practical Training (OPT) is an extension of F-1 status. While you are on OPT, you are still in F-1 status and must follow the regulations in order to maintain your F-1 status.

1. Maintain employment during OPT—you must be actively seeking employment or be employed. If you are unemployed for a total of more than 90 days during the 12-month OPT period, you will no longer be maintaining your F-1 status.
2. Report any change of name or address to Slater International Center by email within 10 days of the change.
3. Report the name and address of your employer and any changes to your employment (including termination of employment) to Slater International Center by email as soon as the change occurs.

Travel/Renewing your Visa while on OPT

You must have a valid travel signature on your Form I-20 to travel and re-enter the United States in F-1 status.

Pre-Completion OPT

If you have **not completed your degree requirements** and you have **pre-completion OPT**, you may travel and re-enter the United States with a valid passport, Form I-20 (with a valid travel signature), a valid F-1 visa and financial documentation.

Post-Completion OPT

If you apply for post-completion OPT you must consider your future travel plans to determine what you will need to do.

Before your degree completion you may travel while your post-completion OPT application is pending.

Once you have completed your degree your OPT application must be approved and you must have a job or proof of a job offer in order to re-enter the U.S.

You should be prepared to present the following documents when re-entering the U.S. while on OPT:

- **Valid F-1 visa** - If your F-1 visa has expired and you must travel outside of the U.S., you will need to apply for a new visa at a U.S. Consulate outside of the U.S. *Please note that you may remain in the U.S. with an expired visa as long as your EAD, passport and Form I-94 are valid.*
- **Valid passport** (passport must be valid at least six months into the future)
- **Valid EAD** - The EAD is marked "Not valid for re-entry." This simply means that **the card alone is not sufficient for re-entering the U.S.** for those who have completed their degree requirements and have post-completion OPT.
- **Form I-20** with OPT recommendation (Note: the travel signature on page 3 should be less than six months old)
- **Proof of employment** – A letter from your current or prospective employer which indicates that you have a temporary job offer and that you will be employed for the duration of your OPT.

NOTE: If you should re-enter the United States in visa waiver or tourist status, you will no longer be eligible for OPT.

Off-Campus Employment for J-1 Students

Academic Training

Students in J-1 status may be eligible for Academic Training (AT). AT is a temporary period of part or full-time, paid or unpaid employment that is directly related to a student's field of study. This employment may take place when school is in session, during vacation period, or after completion of a program of study.

Eligibility

To be eligible for AT you must:

- Be enrolled full-time
- Be in good academic standing
- Obtain a specific offer of employment that is directly related to your field of study
- Be recommended by your Class Dean for specific training

General Guidelines

- The maximum period of AT that can be authorized is 18 months, but it cannot be longer than the total length of your program of academic study (i.e. if you are enrolled in a 4 month program you will be eligible for a 4 month period of AT).
- AT must be authorized no later than 30 days after completion of program; and extension of stay will be authorized beginning the day after the program end date on your DS-2019 so that your Form DS-2019 remains valid.
- AT must be approved by both your Academic Advisor and your International Student Advisor (ISSA).
- AT is counted at a full-time rate regardless of whether it is full or part-time.
- Earning more than one degree does not increase your time eligibility for AT.
- You must show documentation that you have sufficient funds to cover your housing, food and personal expenses for the additional time period before AT will be authorized.
- You are responsible for maintaining the required health insurance for J-1 Exchange Visitors for yourself and any J-2 dependents during your AT.

When to Apply

If you are applying AT, you must apply before you begin employment. For *Pre-completion AT* you must apply at least one week before you intend to begin your employment. For *Post-completion AT* you must apply at least 1 week before your program end date on your Form DS-2019.

How to Apply

STEP ONE: EMPLOYER LETTER

- Obtain a job/internship offer
- Ask your employer to write a letter addressed to your Class Dean with the following information:
 - ☐ The name of the company
 - ☐ The address of the company
 - ☐ The name and title of your supervisor
 - ☐ The exact beginning and ending dates of your employment period

- ☐ Whether the internship is full-time or part-time
- ☐ The amount of compensation, if any
- ☐ Description of your responsibilities/duties

STEP TWO: CLASS DEAN RECOMMENDATION

- Complete Section I of the Class Dean Recommendation Form
- Give the form, along with a copy of your employer letter, to your Class Dean and ask him/her to complete Section II

STEP THREE: BRING THE FOLLOWING DOCUMENTS TO YOUR ISSA:

- Proof of Financial Support—Documentation that you have enough funds (anticipated or actual) to cover your living expenses for the duration of your Academic Training. Contact the ISA to determine the estimated expenses for the duration of your training period. If the compensation for your internship/employment will not be sufficient to cover your living expenses, you will also need to provide additional evidence of financial support from either your bank, or your parents/sponsor.
- Employer Letter
- Class Dean Recommendation Form
- Copy of your Form I-94
- Proof of Continued Health Insurance—You must sign a new “J-1 Insurance Verification Form” certifying that you will have insurance in the amounts required for the J-1 Visitor Program for the duration of your stay and any J-2 Dependents (*forms are available in the Slater International Center*).

STEP FOUR: APPROVAL PROCESS

The ISA will review the documents and, if approved, will write a letter giving approval for Academic Training. A new Form DS-2019 will be issued to indicate an extension of stay for AT. You must meet with the ISSA to sign your new Form DS-2019 and obtain your employment authorization letter.

PLEASE NOTE: THE PERIOD OF ACADEMIC TRAINING MAY NOT BEGIN UNTIL THE ABOVE STEPS ARE COMPLETED.

Finding an Internship

Many jobs and internships are obtained through friends and professionals you come into contact with through networking. However, Wellesley's Center for Work and Service is the best place to start when looking for an internship opportunity. The office offer resume and cover letter critiquing, mock-interviews, employer information sessions and collaborate with Slater International Center to create programs to help international students with the job search.

Center for Work and Service—Green Hall, 4th Floor.

<http://www.wellesley.edu/CWS/index.html>

International Student Resources:

<http://www.wellesley.edu/cws/students/details.html>