WORKING OFF-CAMPUS

Curricular Practical Training (CPT)
Unpaid Internships
Optional Practical Training (OPT)
Unexpected Financial Hardship
Employment...Definition

• Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, food, or any other benefit.

• If you receive no pay or other benefit for work performed, this activity is not defined as “employment” but is considered to be “volunteer work.”
Working Illegally

• Consequences
  – Lose all rights and privileges of visa status
  – May be deported
  – Employer may have to pay a fine

Contact the International Center for current regulations and procedures. DO NOT begin work without authorization or you will violate your status. The International Center will assist you with the procedures and required paperwork.
Curricular Practical Training (CPT)

Definitions & Guidelines
Options Students Use
Student Role In OPT Process
CPT GUIDELINES

- Available to F-1 students who have been in lawful student status for at least 2 semesters (except if in a one year graduate program).
- Can be used for full or part-time employment during summer.
- Must be limited to maximum of 20 hrs/week during semester
- **Does not affect the time allowed for Optional Practical Training** unless it is used full time for a year or more.
STUDENTS NEED TO.....

- Enroll in a course that requires an internship
- Search for an internship (See Career Office)
- Meet with Academic Advisor to gain approval for off-campus internship
- Have employer complete “Request for Intern”
- Complete I-538
- Submit documents to International Center no later than 1 week before you wish to begin CPT.
- No Rushes for Curricular Practical Training.
INTERNERSHIP....Requirements

• Must be in F-1 status for 9 months (except if in one year graduate program)

• Must submit all application materials to International Center and wait for confirmation before beginning work.
NECESSARY FORMS

Submit to the International Center:

– Completed “Request for Intern” form
– I-538 form
– Evidence of enrollment in a course requiring an internship
– Unofficial transcript
Start and End Dates

• The first eligible beginning date for CPT is the first day of the current semester.
• The ending date cannot be later than the day before the beginning of the next semester.
• Be sure to submit your CPT application to the International Center no later than 1 week prior to the date you want to begin CPT.
• Students may not work until they have their new SEVIS I-20 with CPT authorization.
Working Off-Campus

Do NOT work off-campus without permission from BCIS or the International Center.
UNPAID INTERNSHIPS

• Any student may do an unpaid internship
• No minimum or maximum hour requirements to meet
• Great way to develop leadership and interpersonal skills – Resume Builder
• No need to do any paperwork
• Some employers may have specific requirements or qualifications
• Student cannot receive any compensation OF ANY KIND if they are volunteering
• Volunteer position may not be a replacement for a paid position
Working Off-Campus

• Do NOT work off campus without permission from BCIS or the International Center.
Optional Practical Training (OPT)

Definitions & Guidelines
Options Students Use
Student Role In OPT Process
Definition

- Paid off-campus employment related to major
- Part-Time before program completed
- Full-Time after program completed
- Eligible for 12 months
Purpose

• To provide an opportunity for international students to gain actual employment experience related to their programs.
Who is Eligible for OPT?

- Students who maintained full time status
- Students who have been in F-1 status for at least 9 months
- Students who have changed to a higher educational level
- Students who use one year or more of full-time Curricular Practical Training (CPT) are NOT eligible for OPT
What type of job can I do?

- Job must be related to your academic field of study
- Job must be appropriate for a person with your level of degree in the field
- You do not need a job offer to apply for OPT
Part-Time VS Full-Time

- Both count toward total twelve-month full-time period
- Pre-Completion OPT time is deducted from one-year total
- Part-time training counts at one-half of the full-time rate
- Example: Four months part-time is considered 2 months to be deducted from twelve-month total
How to Apply

• Complete All Required Forms, Photographs and pay fee

• Meet with an Immigration Advisor to submit the OPT Package
When to Apply

- **Before Completion OPT**
  - Apply as early as 120 days before desired employment start date

- **After Completion OPT**
  - Apply as early as 120 days before the last day of your final semester
  - OPT application MUST be RECEIVED by BCIS before the last day of your final semester
Application Timeline

- **BCIS Must Receive Apps**
  - By Dec 16, 2004

- **Apply from Aug 16, 2004**
  - Applications can be submitted from Aug 16, 2004.

- **Any time from Dec 16 to Feb 16**
  - Applications can be submitted any time from Dec 16 to Feb 16.

- **120 days**
  - The timeframe from Aug 16, 2004, to Dec 16, 2004, is 120 days.

- **Degree Completion Dec 16, 2004**
  - Degree completion is marked as Dec 16, 2004.

- **May request Start date**
  - May request the start date within the timeframe.

- **Last Day To Work**
  - The last day to work is marked as 1 year from the start date.

- **1 year**
  - The total timeframe is 1 year from the start date.

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IMPORTANT

- Plan on 3 to 4 Months Processing Time
  - Apply early to avoid unnecessary delay

- Application must be RECEIVED by BCIS no later than the last day of your final semester.
  - BCIS WILL NOT APPROVE LATE APPLICATIONS

- The start date of OPT can still be as late as 60 days following completion of study
Application Materials

- I-765 Form
- I-538
- 2 Photos
- Photocopy of I-20
- $175 Application Fee (verify current amount)
- Copy of I-94 (front and back)
- Copy of Passport ID pages
- Copy of Visa
Copy of I-94

Department Number
17573578-07

Immigration and Naturalization Service
I-94 Departure Record

Family Name: TROJAN
First (Given) Name: TOMMY
Country of Citizenship: GREECE

16. Birth Date (Day/Mo/Yr): 01/31/80

Departure Date: 07/11/96

Warning - A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future.
You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.
Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.
Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.
Record of Changes

Port: 
Date: 
Carrier: 
Flight #/Ship Name: 

Department of Justice, Immigration and Naturalization Service.
**I-765 Form**

U.S. Department of Justice
Immigration and Naturalization Service

Application for Employment Authorization

Do Not Write in This Block

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Applicant in Class of 274a-12

☐ Application Approved Employment Authorization/Extended (Circle one)

until (Date)

☐ Application Denied

☐ Failed to establish eligibility under 8 CFR 274a.12(a) or (c)

☐ Failed to establish economic necessity as required in 8 CFR 274a.12(14), (18) and 8 CFR 214.2(1)

Subject to the following conditions:

I am applying for:

☐ Permission to accept employment

☐ Replacement of past employment authorization document

☐ Removal of my permission to accept employment (attach original employment authorization document)

1. Name (First Name or CIS#) (Last) (Middle)

2. Other Name Used (Include Maiden Name)

3. Address in the United States (Number and Street) (Apartment Number)

4. City (State) (ZIP Code)

5. Country of Citizenship/Nationality

6. Place of Birth (City) (State/Province) (Country)

7. Date of Birth (Month/Day/Year)

8. Sex

9. Marital Status

10. Social Security Number (Include all numbers you have ever used)

11. Alien Registration Number (A Number or VIA Number if Any)

12. Date of Last Entry into the U.S. (Month/Day/Year)

13. Place of Last Entry into the U.S.

14. Manner of Last Entry (Visitor, Student, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Go to Part 2 of the instructions eligibility category. In the box below, place the order and number of the category you checked from the instructions (For example: (A)(5), (12), (17), etc.) Eligibility under 8 CFR 274a.12

☐ 

☐ 

☒ 

I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information which the Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking. I have read the instructions in Part 2 and have identified the appropriate eligibility category in Block #16.

Signature

Telephone Number Date

Signature of Person Preparing Form Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name Address Signature Date

Form I-765 (Rev. 04/25/95) N Page 7

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I-765 Form

I am applying for: ✅ Permission to accept employment

☐ Replacement (of lost employment authorization document).

☐ Renewal of my permission to accept employment

(attach previous employment authorization document).

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information which the Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking. I have read the instructions in Part 2 and have identified the appropriate eligibility category in Block #16.

Signature

Phone Number

Date

Signature of Person Preparing Form If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name

Address

Signature

Date

Form I-765 (Rev. 04/25/05) Page 7
**I-765 Form**

1. Name (Family Name in CAPS) (First) (Middle)
   
   **TROJAN** Tommy T.

2. Other Names Used (Include Maiden Name)

3. Address in the United States (Number and Street) (Apt. Number)

   **1 Troy Square** #1

   (Town or City) (State/Country) (ZIP Code)

   Los Angeles CA 90007

4. Country of Citizenship/Nationality

   Greece

5. Place of Birth (Town or City) (State/Province) (Country)

   Athens Greece

6. Date of Birth (Month/Day/Year)

   1/1/1980

7. Sex

   Male Female

   Single Married

   Widowed Divorced

8. Marital Status

9. Social Security Number (Include all Numbers you have ever used)

   987-65-4321

10. Alien Registration Number (A-Number) or I-94 Number (if any)

    123456789 01
11. Have you ever before applied for employment authorization from INS?
   ☑ Yes (If yes, complete below) ☐ No
   Which INS office? Date(s)

   Results (Granted or Denied - attach all documentation)

12. Date of Last Entry into the U.S. (Month/Day/Year)
   01/10/2003

13. Place of Last Entry into the U.S.
   Los Angeles

14. Manner of Last Entry (Visitor, Student, etc.)
   Student

15. Current Immigration Status (Visitor, Student, etc.)
   Student

16. Go to Part 2 of the instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).

   Eligibility under 8 CFR 274a.12
   c 3 i
**Certification**

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information which the Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking. I have read the instructions in Part 2 and have identified the appropriate eligibility category in Block #16.

Signature: Tommy T. Trojan  
Telephone Number: (213)123-4567  
Date: August 16, 2004

Signature of Person Preparing Form if Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

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Form I-765 (Rev. 04/25/05) N Page 7
5. The Student named above has been accepted for a full course of study at this school, majoring in Computer Engineering, General. The student is expected to report to the school no later than 01/08/2003 and complete studies not later than 12/15/2005. The normal length of study is 36 months.
Photograph Information

CORRECT STYLE PHOTOGRAPH

INCORRECT STYLE PHOTOGRAPH
$175 Check

Tommy Trojan
1234 Jefferson Blvd., Apt 10
Los Angeles, CA 90007

Pay to the order of: Department of Homeland Security

The sum of: One hundred and seventy five dollars and 00/100 cents only

Date of birth: 01/01/80
I-94 #: 431-12345604

Check ####
Month / Day/ 2004

$175.00

* Make a $175 check payable to “Department of Homeland Security”

* Print your I-94 number and date of birth on the front of the check
Notice of Action from CIS

Received Date
August 16, 2004

Notice Date
September 10, 2004
How to Get an Interim EAD

- Students may go to the BCIS field office to apply for an 8 month interim EAD card if they have not received their EAD card within 90 days from the date on the Notice of Action form BCIS sent them indicating when processing began on the OPT Application.

- Students should take their Notice of Action Receipt, passport, I-20, and canceled check with them.

- To make an appointment visit http://infopass.uscis.gov/
Travel Issues

- After graduation, student should not travel outside the US and return until the EAD card is received.

- Documents required for travel
  - Valid Passport
  - Unexpired F-1 Visa
  - I-20 (endorsed by a DSO within 6 months)
  - EAD card
  - Letter from employer (recommended)

- Warning : It may be difficult to obtain a new F-1 visa while on OPT
** IMPORTANT **

- You MUST continue to report any changes in your physical address to the International Center within 10 days.

- You MUST obtain a DSO signature on page 3 of your I-20 before traveling outside the U.S.

- You should notify the International Center when you have completed OPT and will return to your home country.
Working Off-Campus

- Do NOT work off campus without permission from BCIS or the International Center.
Unforeseen Economic Hardship

Definitions & Guidelines
Options Students Use
Student Role In Process
Definition

• An employment benefit intended to address situations where a financial need beyond the student’s control arises, which was unforeseen at the time the student applied to the school.
Requirements

- Must have been in F-1 status for at least one full academic year
- Must show that on-campus employment is not available or adequate.
- Must prove to BCIS that employment is necessary due to severe economic hardship because of reasons beyond student’s control.
Examples of Unforeseen Economic Hardship

- Loss of financial aid or on-campus employment
- Substantial fluctuations in the value of currency or exchange rate
- Inordinate increase in tuition and/or living costs
- Unexpected changes in the financial condition of source of support
- Medical bills
Application Materials

- I-765 Form
- Letter by student explaining the hardship
- 2 Photos
- Photocopy of Current I-20
- $175 (check BCIS website for current fee)
- Copy of I-94 (front and back)
- Copy of Passport ID pages
- Copy of Visa
What You Need to Know...

- Work permit granted in one year increments
- Cannot begin work until Employment Authorization Document (EAD) received
- Cannot appeal if request denied
- Approval is terminated if the student transfers to another school
Working Off-Campus

- Do NOT work off campus without permission from BCIS or the International Center.
Social Security Number

• Section 326 of the Patriot Act does not allow Social Security Numbers (SSN) to be issued for identification purposes.

• International students MUST have a job offer (on company letterhead) before being allowed to obtain an SSN.

• The International Center can provide a letter to give utility companies, landlords, etc. that explains why you do not have and cannot obtain an SSN.
• F-1 students are required to file US income tax returns even if they have no income.

• Tax returns are due each year by April 15th.

• Instructions and forms will be available in the International Center.

• To file a tax return, students must have a Social Security Number (SSN) or a taxpayer identification number (TIN) from the Internal Revenue Service.
Questions?

Call the International Center at: (704) 463-1360 & extension

Rebecca Treece (PDSO)
bhraczo@pfeiffer.edu, ext. 2623

Art Dunn (DSO)
adunn@pfeiffer.edu, ext. 2622

Jim Gulledge (DSO)
gulledge@pfeiffer.edu, ext. 2621

Joan Dunn (DSO)
jdunn@pfeiffer.edu, ext. 2588

Office hours are 8-5pm, Monday-Friday