

Work Permits for ISP Students on F-1 visa

A. General Information:

It is important that you keep National ISP informed about what kind of work permit you have—or if there is a change in your work status.

Not all work permits are the same. Some allow you to work on campus, some allow you to work off campus, some are issued based on economic hardship. Finally, some are connected with your studies, such as a course which requires on-the-job training, or an internship toward the end of your degree program.

1. All students on the F-1 Student Status are permitted to work on campus only if there is employment available. Student may work up to 20 hours per week.
2. **Students working off campus without permission from the U.S. Citizenship and Immigration Services (USCIS) could be deported to their home country and possibly barred from the U.S. for life.**
3. Students on the F-1 status who wish to secure a Social Security number need to follow the directions on the Social Security Information website. **Important: simply having a SSN does NOT allow you to work off campus; you must also have the special permit.**
4. If a student is experiencing severe economic hardship, after the student has been in the U.S. attending school in good standing for one academic year, that student may apply for an off-campus work permit. Students who find themselves in this position must see the Director of International Students for guidance.
5. Students who are in their last semester of certain degree programs may apply for a 12-month work permit. Any student who is interested must see the Director of International Students.

B. Curricular Practical Training (Eligibility Criteria for Pay)

Curricular Practical Training (CPT) employment is available for F-1 students who have been lawfully enrolled on a full-time basis for at least one full academic year.

All students must work with the Director of International Students and gather the following documents. Then, the Director of International Students will need to see these documents and make copies for your files:

From the Company:

1. A letter from the employer addressed to the student offering the student the job.
2. A description of the work assignments.
3. The student cannot displace a worker.

From the Student:

1. A proposal stating the work site, the nature of the work, the planned area of study (information to be learned by working, and the work/study objective.

From the Program Manager of the student's degree program:

2. A letter authorizing the work site, the nature of the work, the planned area of study (information learned by working) and the work/study objectives.
3. The start and ending dates and the number of hours of work per week.
4. Rationale for the training and how it fits the curriculum.
5. A course description and the objectives clearly defined.
6. A faculty member has to be assigned to the course and complete a review to make sure the learning is being completed, either by talking with the employer and the student or by visiting the worksite.

It is particularly important that any employment experience required by the course be instrumental in achieving a curricular academic objective. A course offered for the primary purpose of facilitating employment authorization does not qualify for curricular practical training.

Once the above is completed, the Director of International Students must complete a **new SEVIS I-20** authorizing the student for curricular practical training **PRIOR** to commencement of employment.

Approval is not needed from the Department of Homeland Security.

C. Optional Practical Training Checklist

Optional Practical Training (OPT) employment is available for F-1 students who have been lawfully enrolled on a full-time basis for at least one full academic year.

Optional Practical Training (OPT) is applied for during the last semester of a student's degree and is for a period of 12 months. This employment must be the same as the student's field of study. The processing time for the work permit is approximately 3 months. During this time period, a student may not work or leave the country. If a student does leave the country prior to the processing of the work permit, the application will be voided never to be applied for again.

1. Completed I-765 (Application for Employment Authorization)
2. Two - 2" X 2" photographs in a plastic zip-lock bag.
3. \$340 fee, obtain a cashier's check or money order from a bank made payable to: Dept of Homeland Security, USCIS. Personal checks or cash are not acceptable. Money orders from retail outlets are not suggested; they may be too difficult and costly to trace if lost. In all cases, process everything through the international student advisor.
4. Copy of Photo page of Passport.

5. Copy of Expiration page of Passport.
 6. Copy of F-1 Visa in Passport or Notice of Action approving F-1 status.
 7. Copy of I-94 card (both sides)
 8. If student previously held an EAD card, a photocopy is required.
-

D. Severe Economic Hardship Check List

Severe Economic Hardship refers to financial problems caused by unforeseen circumstances beyond the student's control. Those F-1 students who would like to apply must have been lawfully enrolled on a full-time basis for at least one full academic year.

Listed below is a check list of the items that need to be completed in order to apply for a work permit, due to severe economic hardship.

1. Completed I-765 (Application for Employment Authorization)
 2. Two - 2" X 2" photographs in a plastic zip-lock bag.
 3. Submit the original I-20AB to the Educational Records Office.
 4. \$340.00 fee obtain a cashier's check or money order from a bank made payable to: Dept of Homeland Security, USCIS. Personal checks or cash are not acceptable. Money orders from retail outlets are not suggested; they may be too difficult and costly to trace if lost. In all cases, process this through the Director of International Students.
 5. Copy of Photo page of Passport.
 6. Copy of Expiration page of Passport.
 7. Copy of I-94 card (both sides if there are notations on the back side.)
 8. If previously held an EAD card, a photocopy of EAD card is required.
 9. All students must provide documentation proving their economic hardship. Students may wish to contact the Director of International Students for guidance.
-

E. Social Security Information

Getting A Social Security Number:

International Students on the F-1 Student Status are permitted to work only on campus for 20 hours per week. A Social Security number for working on campus is required. To apply for a Social Security Number, the student must be enrolled full-time, 12 or more credit hours.

There are three steps in obtaining a Social Security Number:

1. Students must visit the Director of International Students. Once the international student has been offered employment, the student must notify the Director of International Students.

2. A letter will be provided and signed by the Director of International Students to be given to the student for their new supervisor to complete.
3. Once the letter has all signatures, the student will need to go to the local Social Security Administration Office with the letter, their passport, I-94 Card and I-20.

Students are NOT permitted to work off campus without USCIS (United States Citizenship & Immigration Services) approval.

If a student does work off campus illegally and the student is caught by USICE, the student could be barred from the U.S. for life!

F. Working On Campus

All students on the F-1 Student Status are permitted to work only on campus. If there is employment available, work would be only for up to 20 hours per week. Please note: It is very important that you see the Director of International Students before taking any steps towards obtaining employment.