International Student Employment Authorization
F-1 Employment Options

- On-Campus Employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
  - Pre-Completion
  - Post-Completion
  - STEM Extension
On-Campus Employment

- **What is on-campus employment?**
  - Employment takes place at an on-campus venue
  - For the benefit of students
  - Paid by/through the university (typically)

- **How do I find on-campus employment?**
  - Student Job Center (jobcenter.wisc.edu)
  - Access ISS Newsletter
  - Departments
On-Campus Employment

- **Eligibility**
  - Enrolled full-time (fall & spring)
  - Valid passport
  - Valid I-94
  - Valid I-20

- **Restrictions**
  - Can work up to 20 hours / week during semester
    - Permissible to work more than 20 hours / week during authorized holiday and vacation breaks
  - Employer may have additional restrictions
  - J-1 students require prior authorization from ISS to work on-campus
OFF-CAMPUS WORK
Off-Campus Employment

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
  - Pre-Completion
  - Post-Completion
  - STEM Extension
- Academic Training for J-1 students
Off-Campus Employment

- Eligibility
  - Must be in lawful F-1 status
  - Must have been enrolled full-time for at least one academic year (Fall & Spring)
  - Must have declared a major (reflected on I-20)
  - Employment directly related to field of study
CPT

API
NOW
Experience
What is CPT?

- Curricular Practical Training (CPT) is employment authorization that offers an opportunity to gain practical work experience
  - Related to field of study
  - Only available prior to completing program requirements

- Work experience must be an integral part of established curriculum
  - Must be part of coursework for which you earn credit
    - Unless required of all students in the major
CPT Application Requirements

- Must have employment/internship offer
  - Allows paid or unpaid training in field of study
    - Be aware of any applicable labor laws

- Determine hours per week
  - Part time = 20 hours/week or less
  - Full time* = 21 hours/week or more
    - *Allowed during summer term
    - *Permissible during fall & spring with special permission
CPT Application Requirements

- Must report employment location
  - Physical address where work will be performed
  - Change in employment address will require new CPT

- Must have specific start & end dates of employment
  - ISS grants CPT on a semester basis
  - Dates usually coincide with semester start/end dates
CPT Application Process

- Get approval from Academic or Career Advisor
- Enroll in appropriate course
  - ISS must view and verify enrollment
- Submit completed CPT application
  - Page 1: Completed & signed by Student
  - Page 2: Completed & signed by Employer
  - Page 3: Completed & signed by Advisor
CPT Approval

- ISS processing time: approximately 15 business days
  - Plan accordingly!

- CPT authorization on new I-20, page 2
  - ISS grants CPT on a semester basis

**Employment Authorization**

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved - Part Time</td>
<td>CPT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Start Date</th>
<th>Employment End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Employer Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

An academic internship/co-op is an elective option in this program, and the department has a specific course designed for this purpose.
CPT Authorization

- **Part-time CPT**
  - Does not affect OPT eligibility

- **Full-time CPT**
  - Does affect OPT eligibility if authorized for 365+ days of full-time CPT at one degree level

- CPT can be authorized multiple times
  - Contingent upon department requirements
  - CPT cannot be used to delay graduation
CPT Updates

- Expected government changes, increased scrutiny of CPT.
- ISS making changes to its interpretations and practices effective Spring 2019.
- Communication from ISS re implementation of changes will be coming during Fall 2018.
OPT
What is OPT?

- Optional Practical Training (OPT) is employment authorization that offers an opportunity to gain practical work experience
  - Related to field of study
- Allows for paid or unpaid training
- Requires adjudication by U.S. Citizenship & Immigration Services (USCIS)
Types of OPT

- **Pre-Completion**: Practical training authorized to start prior to completion of study

- **Post-Completion**: Practical training authorized to start after completion of study

- **STEM Extension OPT**: Twice in a lifetime 24 month extension available to STEM majors
OPT Application Process

**STEP ONE:** Attend the ISS OPT workshop

**STEP TWO:** Submit OPT application form to ISS

**STEP THREE:** Complete USCIS application Form I-765

**STEP FOUR:** Mail all required documents to USCIS

- 2 Weeks
- 3-4 Months
STEM Extension OPT

- Eligible STEM majors found at www.ice.gov
- Must first be approved for post-completion OPT
- ISS and USCIS application processes will require additional information; processing timelines will be similar
What is Academic Training (AT)?

- Academic Training (AT) is a type of employment authorization that allows for off-campus practical training directly related to your field of study.
- Authorization is granted by DS-2019 sponsor.
  - Some sponsors do not allow AT authorization.
- Restrictions
  - Available up to 18 months in aggregate.
    - Doctoral students may be eligible for an additional 18 months for post-completion AT.
J-1 Off-Campus Employment

- Eligibility
  - Must be in lawful J-1 status
  - Must be in good academic standing
  - Employment directly related to field of study
  - Must have employment/internship offer
  - Must have advisor’s support and explanation of employment position to the education objective
Pre-Completion AT

- Authorization to begin and end prior to end date of studies on DS-2019
- Period of authorization cannot exceed duration of degree program or 18-months, whichever is shorter
  - Any time used will reduce post-completion AT
- Typically part-time authorization during fall/spring semesters
Post-Completion AT

- Authorization to begin after end date of studies on DS-2019
- Period of authorization cannot exceed duration of degree program or 18-months, whichever is shorter
  - Doctoral students may have additional 18 months
- Full-time authorization
AT Application Process

○ Get approval from Academic or Exchange Advisor

○ Submit completed AT application
  ○ Page 1: Completed by Student
  ○ Page 2: Completed & signed by Student (post-AT only)
  ○ Page 3: Completed & signed by Employer
  ○ Page 4: Completed & signed by Advisor

○ Meet with ISS Advisor during walk-in advising (recommended)
AT Approval

- ISS processing time: 15 business days
  - Plan accordingly!

- AT authorization on new DS-2019 and ISS Employment Authorization Letter
  - ISS grants pre-completion AT on a semester basis

- DS-2019 & ISS Employment letter are proof of employment authorization
  - Submit copy of DS-2019 & ISS Employment letter to employer
  - SSN required for paid employment
SOCIAL SECURITY NUMBER (SSN)
SSN Eligibility

- Must have a job offer
- Must be in valid F-1 visa status (ISS letter)
  - Enrolled full-time (fall & spring)
  - Valid passport
  - Valid I-94
  - Valid I-20 OR valid EAD card
- SSN is required for paid employment
  - Employment may begin without SSN
TAXES
U.S. Tax Requirements

- All F-1 students must file Form 8843
  - Due June of each calendar year
  - Based on physical presence in U.S. during previous calendar year

- Paid employment requires additional tax filing
  - On-campus employment – Glacier Tax Prep
  - ISS Tax Resources at iss.wisc.edu
  - ISS staff cannot give tax advice or assistance
ISS Office Hours:
Monday – Wednesday
9:00am - 4:30pm
Thursday - Friday
9:00am - 4:00pm

ISS Summer Walk-In Advising:
Monday - Wednesday
2:00 - 4:00pm
Thursday
12:00 - 2:00pm

OPT Workshop:
Online & In-Person
iss.wisc.edu
➢ F-1 Employment
➢ OPT

Phone:
608-262–2044

Email:
iss@studentlife.wisc.edu