
**Minimal paperwork required
to hire an international
Student for internship and
co-op employment**

**Talented multicultural and
multilingual employees**

**Assistance in verifying
employment eligibility by
Career Management Center
and International Center**



Adapted from a brochure developed by Ms. Janene Oettel,
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Verifying Employment Eligibility: Completing the Form I-9

The Immigration Reform and Control Act (IRCA) of 1986, 8 USC 1101 note, prescribes specific procedures to be followed in verifying the employment eligibility of every person hired after November 6, 1986. All employees, including international students, must complete the I-9 "Employment Eligibility Verification" form. This is a record that the employer has verified the identity and legal employment eligibility of every person hired.

Social Security Number

International Students can apply for an SSN only after receiving CPT authorization (requiring a job offer letter) and no earlier than 30 days before their employment begins. Employers should explain the reason for requesting a social security number during the application process as a social security number should not be a requirement for employment

For questions on hiring: Career Management Center
35 W. 33rd Street, Galvin Library
Chicago, IL 60616
Phone: 312-567-6800, FAX: 312-567-6801
E-mail: cmc@iit.edu

**For questions on immigration status or issues:
International Center**
MB Room 405, 3300 S. Federal Street
Chicago, IL 60616
Phone: 312-567-3680, FAX: 312-567-3687
E-mail: icenter@iit.edu

The information in this brochure is intended as
general information on the hiring of international
students. The content is not provided as and does
not constitute legal advice.



**International Center;
Career Management
Center**

Hiring International Students



**Illinois Institute of Technology
International Center &
Career Management Center**



Int'l Students as Employees

Illinois Institute of Technology enrolls over 2300 international students who are in the United States on temporary visas (i.e., not U.S. citizens or permanent residents). These students have many assets to offer employers, including their multicultural and/or multilingual skills, and their ability to adapt to challenging situations. This brochure is designed to provide an overview for employers hiring international students. We encourage you to consider the inclusion of these talented students in your human resource development plan.

Practical Training Employment

International students generally hold the F-1 (foreign student) visa status. Some students may hold the J-1 (exchange visitor) visa status. In both cases, the United States Citizenship and Immigration Services (USCIS) permits employers to hire students during an authorized period of practical training. Practical training is defined as *employment related to the student's course of study*. Students do not have to change their visa status, but must apply for authorization before completing their course of study (8 CFR 214).

Time Limits for Practical Training

F-1 students may pursue either Curricular Practical Training (CPT) or Optional Practical Training (OPT). CPT is typically arranged as an internship or co-op during the student's program of study. OPT, usually pursued upon graduation, allows the student a maximum of 12 months of full-time work experience. J-1 students may be authorized for a maximum of 18 months of Academic Training depending on their length of study in the US* (22 CFR 62.23).

Minimal Paperwork for the Employers

CPT, OPT, and Academic Training employment authorizations are handled by the F-1 or J-1 student and IIT's International Center along with the Career Management Center (CMC). Employers will complete standard employment-related paperwork in this process.

Long-Term Employment:

Employment must be terminated at the end of the authorized period of practical training. However, the employer may sponsor the student to change his or her visa status to a status which allows further employment. If the application is approved by the USCIS, the student may continue to be employed for a period of time. The H-1B is the most common work visa. (20 CFR 655)

* Some J-1 students have a "two-year home residence" requirement and are prohibited from continuing beyond practical training employment on the H-1B visa, but this requirement can be waived. (8 CFR 212.7)

Temporary Worker (H-1B Visa)

Application for the H-1B, or Temporary Worker, visa is made by the employer through the Department of Labor and the USCIS. An H-1B may be continued for up to six years and the occupation must require a bachelor's degree as a minimum entry level requirement. (8 CFR 214). These applications should be prepared with careful attention to the documents required for submission. The advice of an immigration lawyer is advisable as the process can become complicated.

A Note about the "Green Card" or Permanent Residency Status

Attention has been drawn to previously mentioned non-immigrant visa options because (1) they often represent a satisfactory alternative to U.S. permanent residency, and (2) much less time, expense and paperwork is involved than in obtaining a "green card." This option can be pursued at a later date if so desired. International students seeking opportunities for career employment in their field of study upon graduation may intend to return to their home countries at a later date. Practical training and the H-1B visa provide them an opportunity to establish themselves professionally, further improving their job prospects once they return home. In such cases, efforts to secure permanent residency are neither necessary nor appropriate.