How to Find a Job and Keep it Legal
What is your status?
What is your status?

Working On Campus
What is Work Study?

• “Work Study” is part of the Federal (U.S.) Financial Aid program
• F-1/J-1 students are **not** eligible
• You **can** apply for “Work Study Preferred” jobs—just not “Work Study Only” jobs.
Social Security Numbers

• Required: employment authorization and a job offer letter
• You can start working before you have it

Check OIA website for details!
Criminal Background Check

- IUPUI performs background check on all new employees
- Exemption: if you have lived in the U.S. for less than one year
- Social Security Number required
Practical Training for F-1 Students

- Two types:
  - Curricular Practical Training (CPT)
  - Optional Practical Training (OPT)
- Required:
  - Enroll full time for at least one academic year.
Curricular Practical Training (CPT)

- Optional or required internship
- Credit-bearing course requiring employment experience
- Off-campus work necessary for thesis or dissertation completion

Course registration required!
CPT Details

• Full-time or part-time
• Full-time CPT: only need to register in CPT course to maintain status
• 12 months of full-time CPT, lose OPT
• Required to apply:
  • Job offer letter
  • Approval from department
  • Course registration
CPT Advice

- Check the OIA website for detailed information
- Apply at least two weeks before your start date!
Optional Practical Training (OPT)

- 12 month off-campus work authorization
- OPT employment must be related to your degree
- Most students reserve OPT for post-completion
While on OPT you can:

- Work anywhere in the United States
- Work for multiple employers
- Change your employer or position (within your field)
- Find an H1-B employer
- Volunteer to count toward your employment requirement
Applying for OPT:

- **Plan ahead!** USCIS must review and approve your application **before** you begin working
  - Processing time is approximately 3 months!
- Attend an OPT Meeting! (Fridays at 10am, OIA)
- Get application details on the OIA website
Academic Training (J-1 Students)

- Approved by OIA
- Authorization specific to job and employer
- Must be related to degree program
- Can be used before or after completion
- Undergraduate and master’s students eligible for up to 18 months
- PhD students eligible for up to 36 months

Check OIA website for details!
Economic Hardship Employment

- Authorization through USCIS for those undergoing severe economic hardship.

- The situation must be:
  - Severe
  - Unexpected
  - Beyond the student’s control
Economic Hardship Eligibility

- Both F-1 and J-1 students
- Enrolled full-time for one year
- Documentation of financial situation
- Situation that caused issue must have occurred after student began studies in F-1 or J-1 status

Check OIA website for details!
Cultural Differences & Job-hunting

- Clothing
- Résumé Style
- Interview Behavior
- Body Language
1. Errors on Application Materials

- Grammar and spelling mistakes
- Including biographical information on résumé
- Including a photograph
- Generic cover letter and résumé
- No cover letter
- Fail to follow instructions for application or résumé submission
2. Too Humble or Shy

- Did not sound confident in abilities
- Did not ask questions
- Failed to explain skills clearly
- Did not articulate why you are a good fit for the open position
- Unclear about why you want the job
- No ideas about how you could contribute something new or needed
- Did not follow up after the interview
3. Too Persistent (Pushy)

- Some persistence and assertiveness is good, but it can be too much if:
  - You e-mail several people in the same office with the same (basic) question
  - You follow up in more than one way
  - You follow up with multiple e-mails or phone calls
  - Act entitled to the position
  - You continue to ask about the position after you are asked to wait
4. Body Language Misunderstood

• Lack of eye contact
• Weak handshake
• No smile
• Too formal
• Too relaxed
• Crowd the interviewer
• Look disinterested
5. You were late!
You can do this! (We can help.)

- Office of Student Employment
  - JagJobs Online Database
  - Workshops on employment topics:
    - Résumé building
    - Interviews & Networking
    - Conducting a Job Search

- Office of International Affairs
  - Employment Authorization
Questions?