EMPLOYMENT IN THE U.S.

HOW TO GET A JOB AND KEEP IT LEGAL...
WHO WANTS TO WORK?
On-Campus Employment

- F-1 students have on-campus work authorization automatically.
- J-1 students must request on-campus work authorization from OIA in iStart.
- During the Fall and Spring Semesters:
  - You can work up to 20 hours per week on-campus.
- During official school breaks:
  - You can work full-time, but still only on-campus.
  - Note that IU policies limit part-time employees to 29 hours/week.

You must stop working at your on-campus job as soon as you complete your academic program.
IS THIS JOB ALLOWED?

YES:

- If you will be paid by IU.
- If you are not paid by IU, but the employer is physically located on-campus and it provides a service to students.

Examples: Academic departments, library, computer labs, the school book store
**IS THIS JOB ALLOWED?**

**NO:**
- If the job is located off campus and not paid by IU.
- If the job is located on-campus, *but* not paid by IU *and* not providing a service to students.

*Examples:* University hospital jobs not paid by IU, restaurants in Indianapolis

*Be aware of jobs paid by IU Health. This is not the same as being paid by IU.*
What is Work Study?

- You might see postings for jobs that say “Work Study Preferred” or “Work Study Only.”
  - This is part of the Federal Financial Aid package for U.S. Citizens and permanent residents.
- F-1/J-1 students are not eligible.
- If the job is “Work Study Preferred,” apply anyway! You might be the best applicant!
SOCIAL SECURITY NUMBERS

- Available only to those with employment authorization and a job offer.
- You can start working for the university before you have it.
- See OIA website at http://international.iupui.edu/visas/taxes/social-security-numbers.html for instructions. This link is also useful to your employer.
Criminal Background Checks

- The university performs background checks on all new employees.
- You are EXEMPT if you have been in the U.S. for less than one year. Many on-campus employers do not know about this exemption.
- If you have been in the U.S. for more than one year, a background check must be done.
- An SSN is required for the background check.

When a background check takes so long

You start wondering if you accidentally committed a crime
There are 2 kinds of Practical Training for F-1 students:

- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

For both OPT and CPT, you must have been lawfully enrolled on a full-time basis for at least one full academic year at a college or university.
Curricular Practical Training

- CPT allows you to:
  - Complete an optional or required internship off-campus.
  - Complete an independent study based on an employment experience.
  - Complete off-campus work if necessary for thesis/dissertation completion.

All of these options require registration in academic credits and approval by OIA.
Curricular Practical Training

- CPT can be full-time or part-time.
- Those on full-time CPT only need to register in the credits required for the CPT eligible course.
- Those on part-time CPT you must still enroll full-time.
- 12 months of full-time CPT makes you ineligible for OPT.
- To apply you must have a work-offer letter, enrollment in a qualifying course, and approval from your department.
CURRICULAR PRACTICAL TRAINING

- Apply at least 2 weeks before your start date.
- Check out our website at http://international.iupui.edu/visas/f1-students/employment/curricular-practical-training.html
**Optional Practical Training**

- OPT is 12 months of off-campus work authorization which allows an F-1 student to gain experience in their field of study.
- Students in STEM fields may be eligible for a 24-month extension.
- OPT employment *must* be related to your degree program!
- Most students reserve their OPT for the year following their graduation.

*That look on my face when I start my new job Monday*
**Optional Practical Training**

- OPT allows you to work anywhere within the United States.
- OPT allows you to work for multiple employers.
- OPT allows you to change your employer at any time (as long as all jobs are related to your field of study).
- OPT is often a stepping-stone to the H1-B.
- Volunteer work can qualify as OPT work.
Applying for OPT

- After your application is received by the USCIS, processing can take 3 months. PLAN AHEAD!!
- Attend an OPT Meeting. Sign up by calling 274-7000.
- Check out our website at http://international.iupui.edu/visas/f1-students/employment/optional-practical-training.html
Academic Training is approved through the Office of International Affairs.

- Allows you to work in a specific job at a specific employer.
- Must be related to your degree program.
- Can be used during or after your study.
- Undergrad and Master’s students are eligible for up to 18 months of AT.
- PhD students are eligible for up to 36 months.
What if the unexpected happens?
Economic Hardship

This authorization is given by the USCIS to those undergoing severe economic hardship. The situation must be:

- Severe
- Unexpected
- Beyond the student’s control
ECONOMIC HARDSHIP

Eligibility:

- Available to both F-1 and J-1 students.
- Must have been enrolled full-time for at least one academic year at time of application.
- Must be able to show documentary evidence of change in financial situation.
- Situation must have occurred after student began studies as F-1 student.
ECONOMIC HARDSHIP

- Check out the OIA website at http://international.iupui.edu/visas/severe-economic-hardship.html for more information.
- Applications take about 3 months to process by USCIS.
When looking for a job...

- Be aware of cultural differences
  - Clothing
  - Resume style
  - Behavior during interview
  - Body language
TOP FIVE MISTAKES

INTERNATIONAL STUDENTS MAKE WHEN LOOKING FOR A JOB...
Number One

Application, Resume, and Cover Letter Errors

- Grammar and spelling mistakes.
- Including biographical information on the resume.
- Including a photograph.
- Resume/cover letter not tailored for the job.
- No cover letter at all.
- Not following instructions for application/resume submission.

Ask your school’s career office for help!
Visit career.iupui.edu to find contact information!
NUMBER TWO

TOO HUMBLE OR SHY

- Did not explain skills clearly.
- Did not ask questions.
- Did not explain why you are a good fit for the job.
- Employer did not understand why you wanted that particular job.
- Did not have ideas on how you could contribute something new.
- Did not follow-up after the interview.
NUMBER THREE

TOO PERSISTENT

Persistence is good, but don’t take it too far!

Don’t:

- Email several different people in the same office with the same question.
- Follow up in more than one way.
- Limit the number of emails/voicemails you send.
- Act entitled.
Number Four

Body Language

- Lack of eye contact
- Handshake too weak or too strong
- No smile
- Too formal
- Too relaxed
- Body language not understood by Americans

Video Tip!
Number Five

You were late.
GOOD LUCK!

You can do it!

We encourage you to visit your school’s career office and attend professional development workshops during your time at IUPUI!
Career Services in Your School

- Check out the following website:
Monday, September 24 – Friday, September 28

- **Workshops**
  - International Students: How to Find a Job and Keep it Legal
  - Why Can’t I Get a Job? Understanding the American Job Search Process for International Students
  - H-1 What? Learn about your Visa Sponsorship Options after F-1 or J-1 Status

Watch for more Information!
Questions?

Clear your mind of questions.