



How to Find a Job and Keep it Legal





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

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

Office of **International Affairs**

[iStart](#)

[ABOUT](#) | [ADMISSIONS](#) | [FUNDING & SCHOLARSHIPS](#) | [LIVING IN INDIANAPOLIS](#) | [VISAS & EMPLOYMENT](#) | [EVENTS & PROGRAMS](#) | [INTERNATIONAL INITIATIVES & PARTNERSHIPS](#)

[Home](#) / [Visas & Employment](#)

TAXES & SOCIAL SECURITY NUMBERS

Understanding taxes and Social Security information can be complicated, and our office can help.

WHEN ARE MY TAX FORMS DUE?

The deadline for federal and state returns is April 15. If you file a tax return, you should send your [Form 8843](#) at the same time. If you do not need to file a return, your [Form 8843](#)

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



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

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

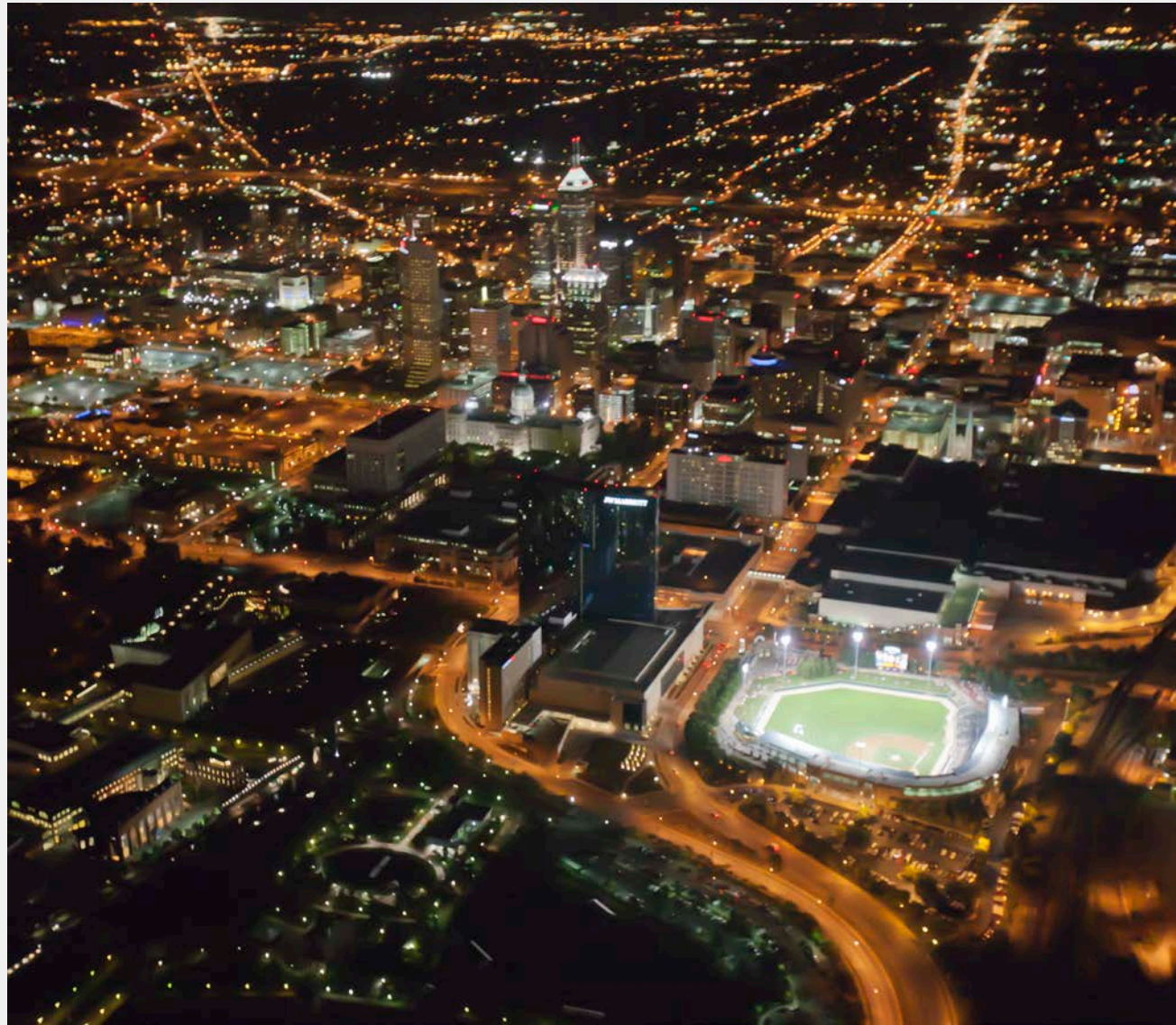
Cultural Differences & Job-hunting

- Clothing
- Résumé Style
- Interview Behavior
- Body Language





Five Mistakes to Avoid



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?

