U.S. Hiring Process

• The Hiring Game
  – Fairness
  – The Role of Human Resources (HR)
    • Rules vs. Results; Stay Away!
    • Different players: HR, Hiring Managers, Existing Employees
  – Where does HR look for applicants?
    • Online job boards and company website, head hunters, referrals

Read this article on referrals to learn more:
http://bit.ly/2GRxPgs
Your job search is more than clicking submit on a website. Get smart about your job search.
www.internationalstudentcareers.com

Learn the visa rules
Learn the difference between CPT, OPT, H1-B and the OPT extension

Build a target list
Make a list of the companies you want to work for

Confirm company sponsors
Use myssvisajobs.com to look up companies that support H-1B visas

Set up keyword alerts
Use LinkedIn, Indeed, or Wayup to get emailed every time a job that interests you is posted

Research roles
Learn what roles are available for students at with your experience level

Hang out with Americans
Learn the cultural style, slang, humor so you're confident interacting with American employers

Talk about your career interests
Share your career goals and motivations with others. People can't help you if you don't tell them what you're doing

Get experience
Lead a club, volunteer, contribute to real-world projects. US employers look for work experience over academic experience

Customize your documents
Build a resume, cover letter, and LinkedIn profile that's error-free and highlights your achievements

Create a professional story
Create an engaging 15-30 second story that describes your professional interests and goals to future employers

Talk to alumni
Build relationships with alumni to get advice and insider information to make you more competitive

Find an inside connection
Use American-style Networking tools like informational interviews to help you stand out among your competition

Mock interview
Practice interviewing with career services staff to build confidence and communication skills before the main interview

Interview
Share your ideas, passion, and curiosity to show you're the most qualified candidate for the position

Negotiate
Discuss starting pay, bonuses, health benefits, H-1B process, and vacation

Full Article:
http://www.internationalstudentcareers.com/international-student-jobs/
How to get a job in the U.S. as an International Student

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Learn the Visa Rules

• See Handout
  – Understand the process! It gives the impression it is not complicated.

• Workshop
  – Ins and Outs of Visas with an Immigration Lawyer, Friday, March 16, 3:00-4:00pm, CCEC

• Visit OGS drop-in hours
Discussing Visa Status

• Sell your experience and skills FIRST
  – Focus on what YOU can do for THEM

• Once company rep shows interest, then inquire
  – Don’t want to waste time if there is a strict policy
  – If not, let them get to know you first (after a 1st interview)

• Understand the process!

Read this excerpt by Adrienne Nussbaum, Assistant Dean for International Student Services at Boston College at
Hiring Projections for International Students by Industry

<table>
<thead>
<tr>
<th>INDUSTRY</th>
<th>% OF RESPONDENTS THAT PLAN TO HIRE INTERNATIONAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting services</td>
<td>60.0%</td>
</tr>
<tr>
<td>Information</td>
<td>36.4%</td>
</tr>
<tr>
<td>Computer &amp; Electronics Mfg.</td>
<td>33.3%</td>
</tr>
<tr>
<td>Finance, Insurance &amp; Real Estate</td>
<td>29.2%</td>
</tr>
<tr>
<td>Chemical (Pharmaceutical) Mfg.</td>
<td>25.0%</td>
</tr>
<tr>
<td>Retail Trade</td>
<td>25.0%</td>
</tr>
<tr>
<td>Construction</td>
<td>20.0%</td>
</tr>
<tr>
<td>Management Consulting</td>
<td>20.0%</td>
</tr>
<tr>
<td>Misc. Mfg.</td>
<td>12.0%</td>
</tr>
</tbody>
</table>

Source: Job Outlook 2018, National Association of Colleges and Employers
How to get a job in the US as an international student

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Targeting Companies

Cawley Career Education Center

CAREER RESOURCES FOR INTERNATIONAL STUDENTS

Georgetown University’s programs draw exceptional talent from all corners of the world to pursue a diverse array of academic and career opportunities.

While many international students want to work in their home country or work in a third country, the ability to be flexible and adaptable when choosing a career path can be crucial.

As an international student, you likely possess qualities such as:
- A global perspective based on a variety of experiences
- Multilingual and cross-cultural communication skills
- The ability to be flexible and adaptable when choosing a career path

In 2013, the British Council reported that, “More than 90% of employers now expect employees to have international experience.” Thus, developing long-term relationships and professional networks is key to finding job opportunities where you could play a key role within the workplace, enhancing your employability and reducing conflict. All this translates into a greater impact on the bottom line.” (Read the full article)

RESEARCHING ORGANIZATIONS THAT HIRE INTERNATIONAL STUDENTS

You probably have concerns or confusion about whether employers in the U.S. will hire international students. Online research and networking conversations can help you to identify organizations that have hired international workers in the past. Consider the following resources as you conduct online research:

**Passport Career’s USA H-1B Employer Database**

This database includes more than 340,000 U.S. employers who have provided H-1B Visas/Work Permits to non-Americans. While this is not a list of positions you can apply for, this database provides valuable information about what employers applied for this visa in the past. You can search the database using a keyword, minimum salary, company name, city, state and job type. As a Georgetown student, you have free access to Passport Career and this database; click here for information on how to register.

**My Visa Jobs**

My Visa Jobs identifies employment opportunities for foreign nationals who want to live and work in the U.S. and Canada. Search annually updated lists of employers accepting H-1B visa holders. Sort lists by state, industry, job title. This site also contains information about work authorizations, searching for jobs, and information about a variety of industries.

**Unisworld Online**

You’ll find Unisworld under “International Directories” on the left side of the page. Enter your last name and your 9-digit GoCard number to get access.

This searchable database provides contact information for the headquarters, subsidiaries, and branches of multinational companies in over 200 countries and across 20,000 industries. Find companies that have operations in the countries you’re interested in and that could benefit from your language and cultural proficiency. You may also learn about companies that have operations in your home country, as many multinational employers prefer that you begin your career in your home country and the multinational company that hired you in the U.S. may be able to send you to your home country in the event you are not chosen for the H1B lottery.

**International Organizations**

These international organizations are covered under the International Organizations Immunities Act (1945), and are therefore immune from typical work authorization restrictions. International organization officials and
Passport Career

USA Work Visas: Excellent Alternatives to the H1b

Most people think that the H1b work visa is the only option if they want to work in the USA and need employer sponsorship. However, there are several excellent alternatives that you may not know about, which may also be a better option for you and possibly easier to secure employment in the USA. Join this training to learn which of the 10 employment visa options are best for international students. How to use these visas, and how to develop a small group training.

Register: [https://site.com](https://site.com)

Welcome to Passport Career’s USA H-1B EMPLOYER DATABASE

Select a minimum of one field below. For more accurate results, fill in as many fields as possible. A maximum of 300 jobs will be displayed.

Job Keywords (separated by commas): financial analyst

Minimum Annual Salary (USD): $50,000

State: DC

Company Names (separated by commas):

Job Type:

Full Time

Part Time

All

Results

Results number 1 - 30 of 81

<table>
<thead>
<tr>
<th>Job Title / Occupation</th>
<th>Company / Headquarters</th>
<th>Job Location</th>
<th>Salary</th>
<th>Visa / Status</th>
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</thead>
<tbody>
<tr>
<td>Senior Director &amp; Project Manager</td>
<td>Accion International, Inc.</td>
<td>Washington, DC</td>
<td>$82,930</td>
<td>H-1B</td>
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</table>
### 2016 H1B Visa Reports: District of Columbia

**Category:** All | Visa Status | Job Title | Occupation | Industry | Work City | Work State

<table>
<thead>
<tr>
<th>Rank</th>
<th>H1B Visa Sponsor</th>
<th>Number of LCA</th>
<th>Average Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HCL America</td>
<td>105</td>
<td>$92,099</td>
</tr>
<tr>
<td>2</td>
<td>Infosys</td>
<td>87</td>
<td>$93,567</td>
</tr>
<tr>
<td>3</td>
<td>Georgetown University</td>
<td>79</td>
<td>$70,595</td>
</tr>
<tr>
<td>4</td>
<td>Children's National Medical Center</td>
<td>53</td>
<td>$81,375</td>
</tr>
<tr>
<td>5</td>
<td>The Advisory Board Company</td>
<td>47</td>
<td>$81,963</td>
</tr>
<tr>
<td>6</td>
<td>Roche</td>
<td>45</td>
<td>$79,836</td>
</tr>
<tr>
<td>7</td>
<td>ProSoft As</td>
<td>42</td>
<td>$72,065</td>
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<tr>
<td>8</td>
<td>Accenture</td>
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<td>9</td>
<td>American</td>
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<td>$69,165</td>
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<tr>
<td>10</td>
<td>Ernst &amp; Y</td>
<td>37</td>
<td>$66,900</td>
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<td>11</td>
<td>The Iowa</td>
<td>36</td>
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<tr>
<td>12</td>
<td>Deloitte C</td>
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<td>$60,375</td>
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</table>

### 2016 H1B Visa Reports: Statisticians

**Category:** All | Visa Status | Job Title | Occupation | Industry | Work City | Work State

<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Citibank</td>
<td>87</td>
<td>$98,031</td>
</tr>
<tr>
<td>2</td>
<td>Discover Products</td>
<td>80</td>
<td>$80,141</td>
</tr>
<tr>
<td>3</td>
<td>Pyr Technologies</td>
<td>70</td>
<td>$83,779</td>
</tr>
<tr>
<td>4</td>
<td>Techdata Service Company</td>
<td>69</td>
<td>$74,702</td>
</tr>
<tr>
<td>5</td>
<td>Logic Planet Cs</td>
<td>66</td>
<td>$73,288</td>
</tr>
<tr>
<td>6</td>
<td>Capital One Services</td>
<td>58</td>
<td>$102,457</td>
</tr>
<tr>
<td>7</td>
<td>Exiservice.Com</td>
<td>50</td>
<td>$95,180</td>
</tr>
<tr>
<td>8</td>
<td>Inventiv Health Clinical Sce</td>
<td>49</td>
<td>$94,853</td>
</tr>
<tr>
<td>9</td>
<td>Google</td>
<td>46</td>
<td>$128,365</td>
</tr>
</tbody>
</table>
## Uniworld

### Start your company search...

#### KEYWORD SEARCH

Company parent, subsidiary or division name and product description

Select a field or fields to specifically search

- [ ] Parent
- [x] Subsidiary
- [ ] Division
- [ ] Description

#### SEARCH FOR PARENT COMPANIES HEADQUARTERED IN

- United States
- District of Columbia
- Add a State/Province
- Add a Country

#### SEARCH FOR COMPANIES WITH SUBSIDIARIES IN

- China

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### AKIN GUMP STRAUSS HAUER & FELD LLP

Chmn. & Prtn.: Kim Koopersmith, Prtn.: Anthony T. Pierce, COO: Sally F. King  
Website: http://www.akingump.com, Email: washdcinfo@akingump.com  
Tel: (202) 887-4000, Fax: (202) 887-4288  
Emp: 2235, Rev (mil): $990, Career Postings: Yes

NAICS: 541110, 541199

Ownership: Private

*International legal advisory services firm.*

Foreign Subsidiaries
G-4 Visa International Organizations

• See website for a list of international organizations.
• Under International Organizations Immunities Act, 1945 US law, these organizations are granted special status.
• Hire short-term consultant contracts.
• See International Student Advisor to discuss more.
How to get a job in the US as an international student
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Find An Inside Connection

• Professors, family, classmates, hair stylist, etc.
• Talk to Alumni!
  – Hoya Gateway & LinkedIn Groups
    • Georgetown International Students & Scholars, Big Data & Analytics (and in China), CRM & Analytics Experts in China, Business Intelligence Professionals, Georgetown University Alumni Group, and more!

• Professional Associations
The Fine Art of Small Talk
Upcoming Workshops

• Ins and Outs of Visas with an Immigration Lawyer
  – Friday, March 16, 3pm, CCEC

• Employers Tell All
  – Tuesday, March 20, 5pm, CCEC

• Alumni-In-Residence (Deloitte, MS OPIM)
  – Wednesday, March 21, 7pm, CCEC
Drop-Ins at CCEC: M-F 1:00-3:00pm
Any Questions?
Below are resources and tips for international students who wish to work in the United States. If you are looking for employment in another country, our partner Passport Career (see below) is a great resource.

As an international student, you likely possess qualities that employers seek: a global perspective, cross-cultural communication skills, and the ability to be flexible and adaptable when change occurs. You will also face unique and significant challenges in securing internships and jobs in the U.S. Navigating cultural differences, unclear information about whether employers hire international students, and complex visa regulations will require additional time and effort from you.

All visa and work permit questions should be directed to the Office of Global Services in Car Barn, Suite 210. These issues can be complicated and should be dealt with early on in the job search process.

**REFLECTING ON IDENTITY AND CAREER DEVELOPMENT**

There may be many aspects of identity at play as you think about your career path. It could be helpful to reflect on the following questions on your own, with a friend, with someone from your academic department, or with a staff member at the Cawley Career Education Center.

- How is your search in the U.S. (or a different country) what you expected, and how is it different?
- How important is working in the U.S. to you? What other countries might you consider?
- What seems to be the popular industry choice among your peers/GU students, and how does that affect your own process?
- If this is your first time living in the U.S., know that learning to live in a new context can be stressful. How are you taking care of yourself as you adjust?

**RESEARCHING ORGANIZATIONS THAT HIRE INTERNATIONAL STUDENTS**

You may have concerns about whether employers in the U.S. will hire international students. Online research and networking conversations can help you to identify organizations that have hired international workers in the past. Passport Career’s H-1B Employer Database, My Visa Jobs, E-Verify, LinkedIn’s Georgetown International Students & Scholars group, and other resources can be helpful as you research. Visit careercenter.georgetown.edu/international-students to learn more about these resources.

**NETWORKING**

You likely have heard that networking is an important part of finding a job in the U.S. This is true! The term ‘networking’ describes a variety of actions taken to establish and develop professional relationships and to exchange information about particular positions, organizations, or industries. It’s ideally a two-way street, where both participants are learning new things and connecting for short-term learning and long-term career advancement goals.

It may be helpful to know that many American students also feel unsure about how to network. Visit careercenter.georgetown.edu/international-students to help you learn more about the process, join the Georgetown International Students & Scholars group on LinkedIn, and stop by the Cawley Center’s drop-in hours (Monday-Friday, 1-4pm) to talk with a staff member about a strategy.
RESUMES AND COVER LETTERS

You probably know that you need a resume if you want to apply for a job or internship. Outside the U.S., “CV” and “resume” are used interchangeably to describe the same document. In the U.S., the term “curriculum vitae” (or “CV”) describes a document used to apply for positions in academia and research.

A resume in the US is a one-page document that summarizes and tells the story of your experiences and how they relate to a specific job description or industry. If you want to create a resume for your home country or another country, visit the country guides on Passport Career (passportcareer.com).

Document guidelines vary between industries; familiarize yourself with examples from your field. View the resume section of our website (careercenter.georgetown.edu/resumes-cover-letters/resume-formatting-tips) and attend workshops and appointments with our center and the Writing Center for support.

Should I list my immigration status on my resume? Your educational background and work history will display that you are an international student. You should never lie about your immigration status, but are not required to disclose it on a document.

Employers use cover letters to evaluate your interest in the position and company, and to assess your writing. Your cover letter should not repeat your resume, but will highlight aspects of your experience that are relevant to the position. Visit careercenter.georgetown.edu/resumes-cover-letters/cover-letters for more info.

INTERVIEWING

After you have submitted your application for a position, you may be contacted for an interview. Interviews can be stressful for any student, but can seem even more daunting if you will be interviewing in a non-native language or unfamiliar culture.

- Research the company culture beforehand by using websites such as Glassdoor (glassdoor.com/index.htm) and by conducting informational interviews.
- Make a list of skills or qualifications you have as an international student (foreign languages, regional expertise, adaptability, etc.).
- Practice sharing your accomplishments using specific and relevant examples.
- Know all of the immigration work regulation options that govern your status and be able to confidently and succinctly explain them to the interviewer if asked.

When in the hiring process do I reveal that I’m an international student? It is usually recommended that students wait until an employer asks, but be aware if the company has petitioned for visas in the past. If you are being asked to travel for an interview, you could ask, “Is this a position in which the company is willing to petition for an H1-B as I am currently in F-1 status?” For an additional perspective, read this essay by Adrienne Nussbaum, Assistant Dean for International Student Services at Boston College: bit.ly/2blMph3

Are there questions that are illegal for an employer to ask me? An employer MAY NOT ask: “What is your visa type, nationality, place of birth?” “Of which country are you a citizen?” “What is your native language?” “What language do you most often speak?”

An employer MAY ask: “Are you legally authorized to work in the U.S.?” “Will you now or in the future require sponsorship for an employment visa?” “Which languages do you read, speak or write (if relevant to job)?”
I hold an F-1 visa. What should I say when an employer asks about my work authorization? Explain that you have the legal right to work in the U.S. for up to twelve months using Optional Practical Training (OPT) following graduation. The employer does not need to do anything in order for this to happen. If you have graduated with a degree in one of the STEM (Sciences, Tech, Engineering, and Math) fields, then share that you are eligible for a 24-month STEM extension of your OPT. If you do not have a degree in a STEM field or if you’ve completed your STEM extension, you should explain that your work authorization can be renewed for another three-to-six years with H-1B status. If the employer asks for more information, you should be able to clearly explain the H-1B process. The Office of Global Services hosts H-1B workshops; to learn more, visit internationalservices.georgetown.edu/sessions. Helpful hint: Avoid using the word “sponsor,” instead use the word “petition” when speaking about H-1B status.

Visit careercenter.georgetown.edu/interviewing for sample interview questions and more information.

RESUME AND COVER LETTER SUPPORT
Drop-in appointments are the quickest way to meet with a Cawley Career Education Center staff member and review documents or ask other quick questions. No need to sign up in advance, just stop by the Cawley Center anytime Monday-Friday, 1-3pm.

ONLINE RESOURCES

PassportCareer.com - A resource for seeking employment in the U.S. and abroad. Has a list of employers who have sponsored visas in the past and interactive sessions on how to find a job that will sponsor a visa (see below!). To sign in, use your Georgetown email and the following Georgetown registration key: gtown987.

U.S. Citizenship & Immigration Services (uscis.gov) - The official government website for INS provides information for foreign nationals.

AIESEC (aiesec.org) - An international student organization with opportunities for internships, conferences, and leadership positions.

EMPLOYMENT SESSIONS WITH THE OFFICE OF GLOBAL SERVICES

International students in F-1 or J-1 immigration status sponsored by Georgetown University who wish to apply for off-campus employment authorization must attend an information session before submitting an application to the Office of Global Services (OGS). Most sessions are specific to either F-1 or J-1 status. The H-1B session is open to all non-U.S. citizens. RSVP for in-person sessions and complete sessions online at internationalservices.georgetown.edu/sessions.

All sessions are held in the OGS Conference Room, Car Barn 230, 3520 Prospect Street, NW, unless otherwise noted. Students must RSVP to the session they wish to attend. Late arrivals at sessions may be denied entry.

F-1 Pre-Completion Employment (CPT, OPT, Int’l Org, On-Campus work)

Tuesday, February 6, 2:00pm | Tuesday, April 9, 3:00pm | Wednesday, May 2, 3:30pm

F-1 Post-Completion Employment - OPT

Monday, February 12, 12:00pm | Friday, February 23, 1pm | Tuesday, March 15, 1:30pm | Friday, April 6, 11:00am | Tuesday, May 1, 1:00pm | Tuesday, May 15, 12:00pm
H-1B Temporary Worker
Wednesday, February 21, 5:30, White-Gravenor 201A

J-1 Academic Training
Tuesday, May 1, 4:00pm

WORKSHOPS WITH CAWLEY CAREER EDUCATION CENTER

How to Find Employers That Hire You!  
Friday, February 2\textsuperscript{nd}, 11:00am

Come to this quick, 30-minute workshop to learn more about to find employers that sponsor H1B visas, employers who have hired GT students for CPT and OPT, as well as international organizations that can hire you due to the International Immunities Act.

Parley Your Network into Work Opportunities  
Friday, February 23\textsuperscript{rd}, 2:00pm

Learn about the importance of and tactics for networking on the American job market from cross-cultural communications specialist, Anastasiia Stoiaetska. The workshop will provide you with specific tools you can use to build, attract, and sustain your professional network.

WORKSHOPS WITH PASSPORT CAREER

We partner with Passport Career to offer interactive, online training for international students. You must register for these virtual sessions at least 24 hours in advance.

To see specific timing for webinars and to register, go to www.passportcareer.com, log in (or use Georgetown registration key gtown987 to create an account), click on ‘Career Training,’ select the training you want, and fill out the registration form. You will receive an email with instructions to sign in to attend the training virtually on your computer. **You must register for these virtual sessions at least 24 hours in advance.**

### TRAINING LIST BY DATE

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>9:00AM &amp; 2:00PM EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>2\textsuperscript{nd} (Friday)</td>
<td>Finding Jobs/Internships with the UN &amp; Intergovernmental Orgs</td>
</tr>
</tbody>
</table>
| 5\textsuperscript{th} (Monday)  | Stepping Outside the Academic World: Career Strategies for PhDs & Postdocs  
                                    **NOTE: This training will be held at 2pm & 6pm EST** |
<p>| 6\textsuperscript{th} (Tuesday) | LinkedIn (Part 3): Recruiters, Employers and Your Job Search |
| 7\textsuperscript{th} (Wednesday) | Strategies for Targeting H1b Employers |
| 9\textsuperscript{th} (Friday)  | Career Strategies for Accompanying Spouses/Partners |
| 13\textsuperscript{th} (Tuesday) | Strategies to Develop Your Global Network |
| 15\textsuperscript{th} (Thursday) | USA Work Visas: Excellent Alternatives to the H1b |
| 16\textsuperscript{th} (Friday)  | Is Your Career Portable? |
| 20\textsuperscript{th} (Tuesday) | Your Passport Career Strategy |
| 22\textsuperscript{nd} (Thursday) | International Careers in Business |
| 23\textsuperscript{rd} (Friday)  | Strategies to Break through Cultural Barriers in a Global Job Search |
| 27\textsuperscript{th} (Tuesday) | International Students &amp; Career Strategies |</p>
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<th>MARCH</th>
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U.S. Employer’s Guide to Hiring International Students

Many international students in the United States are on an F-1 or J-1 non-immigrant student visa status which offers work authorization benefits during and after their academic programs. This guide will provide an overview of these work authorization options and illustrate that there is minimal paperwork for the employer. Resources for long-term employment visa options are also addressed.

For F-1 International Students:

<table>
<thead>
<tr>
<th>Type of Employment</th>
<th>Description</th>
<th>Employer Role</th>
<th>Student Role</th>
<th>Duration</th>
<th>Cost and Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship and Co-op: Curricular Practical Training (CPT)</td>
<td>Off-campus work authorization for F-1 students who are currently pursuing a full-time degree program and have completed one academic year as an undergraduate and sometimes less as a graduate student.</td>
<td>- Provide student with an offer of employment.</td>
<td>- Follow university/college protocol for ensuring eligibility, obtaining employment, and obtaining CPT approval, whether for an internship or co-op, or other short-term CPT-eligible employment.</td>
<td>- Employment authorization is given on a semester-by-semester basis or according to specific school’s calendar. (Some schools use a semester/some 6 months).</td>
<td>- No cost to employer.</td>
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<tr>
<td></td>
<td>In order to qualify for CPT, there must be an option for internship or co-op in the student’s academic program.</td>
<td>- Employer complies with I-9 guidelines in asking student to provide evidence of identity and authorization to work. Student can provide his/her passport, I-94, and a copy of his/her I-20, authorized for CPT at specific company for specific time period, from the student for I-9 purposes.</td>
<td>- Submit complete CPT application to International Student Office on campus and receive CPT notation on I-20 prior to beginning employment, whether paid or unpaid.</td>
<td>- CPT may be extended or renewed with advance approval if eligible. General students are limited to part-time (20 hrs or less per week) during the Fall/Spring semester and full-time work during the summer; some graduate students, as well as undergraduate and graduate students completing co-op, may be eligible for full-time CPT.</td>
<td>- Student pays cost of any applicable academic unit(s).</td>
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<td></td>
<td>Employment must be related to student’s major field of study and can be paid or unpaid.</td>
<td>- Communicate with student’s program if issues arise while on the internship or co-op, as you would any student completing an internship or co-op.</td>
<td></td>
<td></td>
<td>The processing and approval time for CPT varies at each institution, ranging from 3-10 business days.</td>
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<tr>
<td></td>
<td>Authorized for CPT on the student’s I-20 by the International Student Office.</td>
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<td></td>
<td>Employer does not need to complete paperwork except for the I-9.</td>
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<tr>
<td>Employment after Graduation: Optional Practical Training (OPT). Some students may also be able to obtain Pre-Completion OPT during their academic program depending on lead time by employer.</td>
<td>● Post-Completion OPT: Employment authorization for F-1 students who have completed all coursework for their academic program. ● Employment must be related to student’s major field of study and can be paid or unpaid. ● United States Citizenship and Immigration Services (USCIS) issues an Employment Authorization Document (EAD) card with specific dates of employment authorized as proof of work authorization.</td>
<td>Ask for authorization to work per I-9 guidelines. Students can provide evidence of identity and authorization to work by showing their EAD and providing a copy for I-9 purposes.</td>
<td>● Verify eligibility for OPT with the International Student Office and academic/co-op program as necessary. ● Submit complete and timely OPT application to your university or college’s International Student Office for endorsement prior to being submitting application to USCIS in order to obtain approval prior to beginning employment. ● Ensure work is related to field of study. ● Report employment to international student office as well as any home address changes.</td>
<td>● Typically issued for up to 12 months. ● Some students may be eligible for 17-month STEM extension to allow them to work on OPT for 29 months (see below) ● Students cannot work until EAD is received and start date has arrived.</td>
<td>● No cost to employer. ● Student pays a nominal filing fee to USCIS to obtain OPT and EAD. ● The USCIS processing time for OPT can take up to 3 months; students are encouraged to apply as early as 90 days prior to graduation but can also apply after graduation.</td>
</tr>
<tr>
<td>STEM OPT Extension</td>
<td>● 17-month Extension of OPT for students holding Science, Technology, Engineering or Math degrees. ● Employer must be enrolled in the USCIS E-Verify Program ● USCIS issues an extended EAD card.</td>
<td>Ask for authorization to work per I-9 guidelines. Students can provide evidence of identity and authorization to work by showing their expired EAD, I-20 with STEM authorization, and copy of receipt Notice for STEM OPT. Authorization to work based on pending STEM application lasts for 180 days from expiration of OPT. At the end of 180 days, Employer should ask Student to re-verify I-9 per I-9 guidelines.</td>
<td>● Verify eligibility for STEM extension with International Student Office. There is an approved list of majors/degrees which qualify. ● Contact International Student Office on your campus and follow their protocol to apply for extension to USCIS prior to the end date of 12-month OPT. ● Report employment to international student office, as well as any home address changes.</td>
<td>An additional 17 months to the initial 12-months of OPT is authorized to total 29 months.</td>
<td>Student pays a nominal filing fee to USCIS to obtain extended EAD card. ● If application has been filed with USCIS in a timely manner, students may work for up to 180 days after the end of the 12-month OPT EAD while extension request is in process.</td>
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</table>
### For J-1 International Students:

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<th>Cost and Processing Time</th>
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<tbody>
<tr>
<td>Pre- and Post-Completion Employment:</td>
<td>• Employment authorization for J-1 students who are currently pursuing or have</td>
<td>Request documentation confirming identity and authorization to work as per requirements for I-9</td>
<td>• Verify eligibility for AT.</td>
<td>• Generally, students are eligible for up to 18 months of work authorization.</td>
<td>• No cost to the employer.</td>
</tr>
<tr>
<td>Academic Training (AT)</td>
<td>recently completed a study of program in U.S.</td>
<td>The student can provide a copy of the DS-2019 for I-9 purposes.</td>
<td>• Submit application to International Student Office in a timely manner.</td>
<td>• Actual duration is determined by the student’s length of study.</td>
<td>• Processing and approval time for AT varies at each institution, ranging from 3-10 business days.</td>
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<td></td>
<td>• Employment must be related to student’s field of study and can be paid or</td>
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<td>unpaid.</td>
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<td>• Authorized through the DS-2019 by the International Student Office.</td>
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### For Longer- Term Temporary Worker Visas:

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</thead>
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<td>H-1B</td>
<td>• Employer-sponsored visa that permits temporary employment in “specialty occupations.”</td>
<td>The employer, with a qualified immigration attorney, is responsible for preparing and filing a timely petition.</td>
<td>H-1B visas are initially granted for three years, but can be renewed for a total of six years.</td>
<td>• Costs will include attorney and USCIS application fees.</td>
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<td>• For most private employers, H-1B applications should be submitted on April 1 for “cap” subject applications.</td>
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<td>• Estimated cost is $4000+, depending on size of employer and region of the U.S.</td>
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<td>• Certain employers are not subject to the “cap.”</td>
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<td>• USCIS provides an option to pay an extra fee of $1,225 and obtain “premium processing” of an H-1B petition, which guarantees adjudication within two weeks of filing.</td>
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<td>• Approved applications are effective October 1.</td>
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<td>• Total processing time (including preparation &amp; application) may take 2 to 6 months; renewals, extensions, &amp; change of employer may be shorter.</td>
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<td>• Exceptions to the timeline and cap requirement may be granted to some non-profit, research and educational institutions.</td>
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<td>• Employment may be authorized to bridge “cap gap” between OPT and the H-1B.</td>
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<td>TN</td>
<td>NAFTA Professionals for citizens of Canada and Mexico</td>
<td>Employer issues offer letter. Occupation must be eligible for TN visa.</td>
<td>3 year and renewable each year; may be renewed indefinitely provided Individual maintains proper nonimmigrant intent.</td>
<td>Individual, not employer, bears the cost of the TN visa.</td>
</tr>
</tbody>
</table>
E-3  Specialty Occupation Visa for Australians

The employer, with a qualified immigration attorney, is responsible for preparing support letter and obtaining Labor Condition Application from Department of Labor.

E-3 visas are generally issued in 2-year increments; may be renewed indefinitely provided Individual maintains proper nonimmigrant intent.

Individual presents Employer support letter, LCA and academic credentials to U.S. Consular Officer. No USCIS action required.

Additional Longer-Term Temporary Worker Visas:

L-1: Intra-company Transferee
H-1B1: Free Trade Agreement (FTA) Professional - Chile, Singapore
H-2A: Temporary Agricultural Worker
H-2B: Temporary Non-agricultural Worker

O: Individual with Extraordinary Ability or Achievement
P-2/3: Artist or Entertainer (Individual or Group)
Q-1: Participant in an International Cultural Exchange Program
H-3: Trainee or Special Education visitor

For more details on H, L, O, P and Q temporary worker visas visit U.S. Department of State website.

HELPFUL RESOURCES:

United States Citizenship & Immigration Services (USCIS) www.uscis.gov/portal/site/uscis
Department of Homeland Security (DHS) www.dhs.gov/index.shtm
American Immigration Lawyers Association’s Immigration Lawyer Search: www.ailalawyer.org/

This guide was created by the National Career Development Association (NCDA) International Student Work Group (ISWG) and edited by Prasant D. Desai, Esq. with Iandoli Desai & Cronin P.C. This is meant to be a general guide and is not a substitute for the advice of an immigration attorney or a student’s specific International Student Office. The information above does not apply to spouses of students on F-1 or J-1 visas or students in visa categories not indicated above.

For additional information on ISWG, please contact iswg@ncda.org.
Questions about an international candidate’s ability to work in the U.S. should be directed to an immigration attorney.