

International Student Employment Guide

For more information, visit: <http://www.pacific.edu/ips>

Category	What is it?	Requirements
Full-time Enrollment	All international students must enroll as a full-time student while attending the University of the Pacific. Students can enroll on a part-time basis for summer semester only, although there are certain restrictions. (See IPS Advisor)	Full-time status at the Pacific is: <ul style="list-style-type: none"> • Undergraduates: at least 12 credits each semester • Masters: 8 credits <ul style="list-style-type: none"> ◦ Graduate students enrolled in research, seminar, thesis/dissertation, or internship for 1 unit or more are considered to have a full course of study. For the complete policy, please contact the Office of Graduate Studies (gradschool@pacific.edu).
Social Security Number	The United States' Social Security Administration assigns Social Security Numbers to individuals who are authorized to work in the United States. In order to apply for work authorization while in the U.S. on an F-1 Visa you will need to,	<ol style="list-style-type: none"> 1. Completed (Part I and Part II) Employment Verification Form; 2. Completed SS-5 application from https://www.ssa.gov/forms/ss-5.pdf; 3. Copy of employment offer letter; and, 4. Copy of current course schedule. <p>Once IPS approves the work authorization, please take the documents identified below with you to the Social Security Administration.</p> <ol style="list-style-type: none"> 1. Passport and visa; 2. I-20; 3. I-94; 4. Employment offer letter; and, 5. All ancillary application materials.
On-campus Employment	<ul style="list-style-type: none"> • International students can be great student employees for Pacific departments. However, international students must follow special rules required by the U.S. federal government and may have additional needs/concerns during the hiring process. • Work And International Students 	<ul style="list-style-type: none"> • Work-Study is only for American students. <p>Funding:</p> <ul style="list-style-type: none"> • All current and new international students can be paid from operational funds. <p>Working Hours:</p> <ul style="list-style-type: none"> • During the academic year when classes are in session, F-1 students can work no more than 20 hours per week. • During the summer and any breaks or vacations throughout the academic year, F-1 students can work up to 40 hours per week. <p>Location of Employment:</p> <ul style="list-style-type: none"> • On-campus is defined as any location on the physical campus (for example, Rec Center, Cafeteria, an academic department, Admissions, etc.) or any position where the student is being paid directly by Pacific. <p>On-Campus Employment Authorization:</p> <ul style="list-style-type: none"> • F-1 Students can begin working as soon as they are offered a position and are able to complete all I-9 and university hiring requirements which include presenting a SSN card. <p>Hiring Process for International Students:</p> <ol style="list-style-type: none"> 1. Determine if the international student fits the needs for your department through your department's interview process. If so, begin the standard student hiring process. The student

		<p>must receive a Social Security Card prior to beginning employment.</p> <p>2. If the international student needs a SSN prepare an offer letter for the student to take to IPS.</p> <p>3. The student must complete all of the standard I-9 requirements for employment with Human Resources and complete any additional documents the department may require (i.e. confidentiality statement).</p> <p>4. The student can begin working!</p>
<p>Curricular Practical Training (CPT)</p>	<ul style="list-style-type: none"> • Can be full-time or part-time • Part of curriculum • If participating in CPT for more than 12 months of full-time CPT, they are ineligible for OPT <ul style="list-style-type: none"> ○ Can do unlimited part-time CPT 	<ul style="list-style-type: none"> • Must be in F-1 status for at least 1 academic year • Internship or practical training must be related to the student's field of study and the student must receive credit. • Students must be enrolled full-time while on an approved CPT <ul style="list-style-type: none"> ○ Full-time is 12 units for UG ○ Reference graduate policy for GR • If student ends internship early, he/she must receive approval from advisor • Student needs proper authorization to work off-campus <ul style="list-style-type: none"> ○ SSN • Procedure <ul style="list-style-type: none"> ○ Complete CPT packet on IPS site ○ Schedule meeting with advisor <ul style="list-style-type: none"> ■ Enroll in CPT related course ○ Schedule meeting with employer/supervisor ○ IPS will approve/deny request
<p>Optional Practical Training (OPT)</p>	<ul style="list-style-type: none"> • Types <ul style="list-style-type: none"> ○ Pre-completion OPT <ul style="list-style-type: none"> ■ Before end of program ■ Part-time or full-time ○ Post-completion OPT <ul style="list-style-type: none"> ■ At end of Program ○ STEM OPT Extension <ul style="list-style-type: none"> ■ 24 months beyond OPT end date 	<p>OPT Eligibility</p> <ul style="list-style-type: none"> • Student must be in F-1 status for a minimum of 1 full academic year before becoming eligible for OPT. • No job offer is required in order to apply. • If a student applies and is approved for pre-completion OPT, the student must continue to maintain full-time enrollment (if working during fall or spring semesters) <p>Important Points Regarding OPT</p> <ul style="list-style-type: none"> • Student can apply within 90 days of program end date (for post-completion OPT) • Cannot aggregate more than 90 days of unemployment throughout course of OPT (or 150 days for STEM extension). • Failure to obtain employment before the unemployment limit is reached will result in the loss of F-1 status. • If a student is approved for pre-completion OPT, the time used is deducted from the 12-months of full-time OPT for which the student is eligible. <p>Procedure:</p> <ul style="list-style-type: none"> • Complete Part 1 of OPT packet obtain the necessary documents listed. • Schedule a meeting with his/her academic advisor to complete Part 2 and provide the exact date of expected graduation. • Schedule an appointment with the International Student Advisor in IPS. • The student sends the application to USCIS.